



# Work Program Instructions

FY 19/20 – 23/24

September 12, 2018



<b>Work Program Instruction Changes</b>				
<b>Tentative Work Program FY20 - FY24</b>				
<b>Chapter No.</b>	<b>Chapter Name</b>	<b>Description</b>	<b>Date Revised</b>	<b>Supplement</b>
Part III/Ch. 03	Amendments	Section B, third sub-bullet: added "(within the first quarter of year one of the tentative)", removed "or less from the letting or contract execution date".	11/5/2018	1
Part III/Ch. 12	Fed Aid Off SHS	Complete chapter rewrite for better readability.	4/26/2019	2
Part III/Ch. 15	FLP	Section H(4)b: second to last paragraph, changed "Private Environmental Impact Report" to "Project Environmental Impact Report".	4/26/2019	2
Part III/Ch. 16	Landscape Installation	Section A(2): Updated the name "Public transportation programs", to "Freight, Logistic and Passenger Operation programs".	11/5/2018	1
Part III/Ch. 22	Planning	Section A(3)b: Fourth paragraph, changed the ratio for metropolitan planning funding to 80/20. Section B: Removed reference to Title 23 U.S.C. 303 due to its repealed status.	4/26/2019	2
Part III/Ch. 25	Project Costing	Section C(2)a: Changed "shell copes" to "shell scopes" in bullet point 6.	4/26/2019	2
Part III/Ch. 30	Safety	Section D(1)a: Removed the reference and link to the "Administrative Rule, Chapter 14-98 Highway Traffic Safety Program" in the paragraph at the end of the bulleted list and replaced with "refer to the FDOT Safety Office website."	4/26/2019	2
Part III/Ch. 33	Special Contracting	Section C(2)b: In bullet two, added the language "using work activity 257 – Stipend payments." in the first sentence.	4/26/2019	2
Part III/Ch. 39	TRIP	Section A(2): Updated the link to the TRIP webpage due to a broken URL.	4/26/2019	2
Part III/Ch. 40	TSM&O	Removed the repeated "in" from the last sentence of the sub-bullet on page 2.	4/26/2019	2
Part III/Ch. 41	Turnpike Tolls	Section B(2) table: Changed Toll Operation fund codes in the chart from "T0(zero)XX" to "TO(alphabet)XX". Updated correspondence facility names (Alligator Alley has been left in the chart as we are still paying back a prior bond on them). Section B(3)d: Moved the 6 bullet from Section B(5)b, about the DSBX programming, to this section (bullet 11). Added in where to send the DSBX fund request (bullet 7).	11/5/2018	1
Part III/Ch. 41	Turnpike Tolls	Section B(2) table: Changed 95XOFF to 95OFFM.	4/26/2019	2
Part III/Ch. 42	Utility Work	Section B(3): deleted bullet 1, which referenced programming a phase 52 at the department's expense; updated bullet 2, to remove "(at UAO's expense). Section B(6), matrix: removed instruction to program phase 52 for reimbursement by highway contractor and replaced with phase 56.	11/5/2018	1
Part IV/Ch. 5	STIP and TIP	Section B, paragraph 2: changed the word 'gamed' in the second sentence to 'programmed'.	4/26/2019	2
Various	Various	Due to a server change within FDOT, several chapters have had their links updated to the current web address. These chapters include: Part III/Ch. 19, Page 5 Part III/Ch. 30, Page 13 Part III/Ch. 33, Page 1 and 2 Part III/Ch. 34, Page 7 Part III/Ch. 35, Page 5 Part IV/Ch. 6, Page 3	4/26/2019	2
Appendix D6	WPA Definitions	Section 3, 1st paragraph under phase type: added sentence "The exception is utilities which further divides the phase group into specific types of work for tracking purposes".	11/5/2018	1



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# **PART I - CHAPTER 1: ORGANIZATION OF THE WORK PROGRAM INSTRUCTIONS**

## **A. OVERVIEW**

Annually, the Work Program Development and Operations Office publishes the Work Program Instructions. These instructions are based on funding and policy directives from the federal government, the Executive Office of the Governor, the Florida Legislature and the department's executive leadership. These instructions help guide personnel in the development of the Florida Department of Transportation's (department's) work program.

Section 20.23(4)(a), F.S., directs the central office to ensure district, turnpike enterprise and central office unit compliance with relevant directives and maintain quality performance. The Work Program Instructions assist in the orderly dissemination of these directives and provides standards for quality performance.

The Work Program Instructions consist of five parts:

- **PART I INTRODUCTION**

Organizational structure and purpose of the instructions and the authority by which they are developed.

- **PART II GENERAL INSTRUCTIONS**

Overall responsibilities and processes for developing, reviewing and adopting the work program.

- **PART III PROGRAMMING GUIDELINES**

Provides programming guidelines and references for programs and funds.

- **PART IV FEDERAL AID PROGRAM AND PROCESSES**

Overview of major federal aid highway programs with respect to:

- various financial provisions related to the use of federal funds;
- discussion of the Federal Aid Partnership (Stewardship) Agreement between the Federal Highway Administration (FHWA) and the department;
- descriptions of other federal program characteristics;
- the statewide transportation improvement program and its relationship to the local metropolitan planning organizations' transportation improvement programs; and,
- information regarding authorizing individual federal aid eligible projects with FHWA.

- **PART V PRODUCTION MANAGEMENT**

Information relating to project scheduling in the adopted work program.

- **APPENDICES**

- Appendix A – Program Allocation Guide (Schedule A)
- Appendix B – Program Targets (Schedule B)

- Appendix C – District Map
- Appendix D – WPA Code Definitions

## **B. LEGISLATION**

- Legislative implementation matrix - For the latest summary regarding implementation of legislation, see the Legislative Programs Office website at the following link:

<http://www.fdot.gov/legislative/default.shtm>

- General Appropriations Act - For the latest summary of the General Appropriation Act and related bills, see the Florida Fiscal Portal website at the following link:

<http://floridafiscalportal.state.fl.us/Home.aspx>

## **C. REFERENCES**

FDOT employees can access the program plan crosswalk by using the following link:  
<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>

Section 20.23(4)(a), F.S.



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## **PART II - CHAPTER 1: DEVELOPING, ADOPTING AND MANAGING THE WORK PROGRAM**

### **A. POLICY GUIDANCE**

#### **1. THE FLORIDA DEPARTMENT OF TRANSPORTATION MISSION STATEMENT**

Development of the work program is guided in the broadest sense by the Florida Department of Transportation's (department's) mission statement set forth below:

*"The department will provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity and preserves the quality of our environment and communities."*

#### **2. FLORIDA TRANSPORTATION PLAN (FTP)**

A statewide transportation plan that considers and documents the following:

- The department's long and short range goals and objectives, which must be established and defined within the context of the State Comprehensive Plan
- Preserving the existing transportation infrastructure
- Enhancing Florida's economic competitiveness
- Improving travel choices to ensure mobility.
- Expanding the state's role as a hub for trade and investment. (Section 339.155, F.S.)

The FTP has three elements:

- The Vision Element, released in August 2015, provides a longer-term view of major trends, uncertainties, opportunities, and desired outcomes shaping the future of Florida's transportation system during the next 50 years
- The Policy Element, released in December 2015, defines goals, objectives, and strategies for Florida's transportation future over the next 25 years. The Policy Element is the core of the FTP and provides guidance to state, regional, and local transportation partners in making transportation decisions. The seven goals identified include:
  - Safety and security for residents, visitors, and businesses.
  - Agile, resilient, and quality transportation infrastructure.
  - Efficient and reliable mobility for people and freight.
  - More transportation choices for people and freight.
  - Transportation solutions that support Florida's global economic competitiveness.

- Transportation solutions that support quality places to live, learn, work, and play.
- Transportation solutions that enhance Florida’s environment and conserve energy.
- The Implementation Element, continuously defines the roles of state, regional, and local transportation partners in implementing the FTP, including specific short- and medium-term actions and performance measures.

The FTP provides the policy framework for the department’s Program and Resource Plan, legislative budget request and the work program.

### **3. INVESTMENT POLICY (ALLOCATION OF FLEXIBLE CAPACITY FUNDS)**

The department has the principal responsibility for the statewide and interregional movement of people and goods. It also shares responsibility with other public and private interests in addressing system safety, the preservation and operation of transportation facilities, and local and metropolitan area mobility needs. Accordingly, the Strategic Intermodal System (SIS) is the department’s highest transportation capacity investment priority. The department is also increasing its emphasis on regional travel and improving regionally significant facilities. Toward those ends, the department will allocate 75 percent of new discretionary capacity funds to the SIS.

### **4. PROGRAM AND RESOURCE PLAN**

The Program and Resource Plan provides the link between the Florida Transportation Plan (FTP), the department’s numerous programs (as reflected in the project specific work program) and the department’s legislative budget request. The Program and Resource Plan is essential to understanding the major programs of the department, the resources required and the product to be delivered. The Program and Resource Plan contains the specific long range goals and objectives from the FTP, as well as selected operating policies and performance measures, which guide the development of each program in the department.

Fund allocations and program targets are published in Schedule A and Schedule B and are included as Appendix A and B in these instructions, respectively. These levels and targets are the result of the department’s finance plan program and resource planning process, which produce a Program and Resource Plan balanced to anticipated revenues. Programs that are not included in Schedules A or B, such as non-allocated discretionary funds, must be programmed in accordance with the Federal Highway Administration (FHWA) apportionment notices and the program plan crosswalk (see link below).

The Program and Resource Plan establishes the programming framework by which the work program is developed. The work program instructions ‘translate’ the FTP through the Program and Resource Plan into specific guidelines for work program development consistent, to the maximum extent feasible, with metropolitan planning organizations and local government priorities.

FDOT employees can access the program plan crosswalk by using the following link:

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>

## **B. DEVELOPING, ADOPTING AND MAINTAINING THE WORK PROGRAM**

The work program is a five-year plan developed and maintained to maximize the department’s production and service capabilities. The work program capitalizes on the innovative use of resources, increased productivity, reduced cost, and strengthened organizational effectiveness and efficiency.

- Adopted Work Program - The five-year plan approved by the Secretary of Transportation on July 1 of each year. Certain project changes (additions, deletions, deferrals, etc.) within the first year of the

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adopted work program require approval by the Executive Office of the Governor (EOG) via an EOG Work Program Amendment request.

- Preliminary Tentative Work Program - The five-year plan encompassing the five years after the current work program year. Two weeks prior to the legislative session, the department submits the tentative work program to the Florida Legislature, the EOG, the Florida Transportation Commission (FTC) and the Department of Economic Opportunity (DEO) for review.
- Tentative Work Program – The tentative work program submitted two weeks after the beginning of the legislative session to the Florida Legislature, the EOG, the FTC and the DEO.

On July 1, the tentative work program becomes the adopted work program. The first year of this adopted work program becomes the current work program year. The new tentative work program represents the last four years of the current adopted work program plus any project programming in the new fifth year.

For the department to maintain a viable work program, all modifications must reflect current, factual information. The work program and associated budget are subject to periodic reviews to ensure fiscal responsibility and compliance. These reviews must include the Program and Resource Plan, the 36-Month Cash Forecast and the 5-Year Finance Plan.

## **C. UPDATING THE WORK PROGRAM IN THE WORK PROGRAM ADMINISTRATION SYSTEM (WPA)**

### **1. STAGES OF WORK PROGRAM DEVELOPMENT**

The development of the tentative work program represents a collaborative effort between districts, central office and the Turnpike Enterprise. It involves the use of the Work Program Administration (WPA) system and takes place in a staged approach called the Tentative Work Program Development Cycle.

- The tentative work program development cycle allows WPA users to program project scenarios, run reports to analyze their impacts and determine their final plan. All programming adjusted in WPA during the tentative work program development cycle must comply with the funding levels established in the Program and Resource Plan.
- At the end of the tentative work program development cycle, central office restricts access to the WPA system in order to perform a snapshot of all established programming. This snapshot represents the new tentative work program.
- During the tentative work program development cycle, projects programmed in the last four years of the current adopted work program should receive higher priority.
- To ensure realistic scheduling and timely initiation of programmed phases, the Project Scheduling and Management (PSM) system must support project phases programmed within the WPA system.
- Programming changes require justification comments that include dollar amounts and funds used. These comments are critical and may be used in response to inquiries from the Florida Legislature, EOG, FTC and the executive leadership team.

### **2. WPA SYSTEM VERSIONS/FILES**

WPA uses various versions of programming to provide a clear picture of additions, modifications and approved programming throughout the development process.

- Adopted (AD): The adopted version/file of the work program is approved by the Secretary of Transportation on July 1 of each fiscal year. Current year programming, including fund code changes and estimate updates to projects in the adopted work program, may be programmed in



the adopted version/file. New fifth year estimates for adopted projects will be added in the adopted file. All other programming in the new fifth year of the tentative must be programmed in the tentative work program development cycle version/file.

- Amended (AM): The amended version/file is used to request the addition of completely new projects and/or the addition of new phases for existing projects in the current year of the adopted work program. The majority of programming changes made in the amended version must be submitted to the EOG for final approval (see the Amendments chapter). Once approved by the EOG, programmed changes in the amended version/file will be automatically or manually adopted and included in the adopted version/file of WPA. They will no longer be reflected in the amended version/file. Existing boxes must be updated in the adopted file.
- Tentative Work Program Development Cycle (G1): The tentative work program development cycle version/file is used to make programming changes to the first four years and establish new fifth year projects in the tentative work program. The tentative work program development cycle version is not used to change current year programming. Programming changes in the tentative work program development cycle file do not require EOG approval. The tentative work program development cycle file displays the most current programming in the adopted, amended and G1 work program versions.
- Additional tentative work program development cycle versions (G2 - G9) are snapshot copies of current G1 programming. These versions/files are used to update G1 programming based on specific programming scenarios and analyze their financial impacts without actually making changes in the G1 version/file. These additional tentative work program development cycle versions/files provide static information and do not reflect any changes made to the G1 version/file since their creation.
- Candidate (CA): The candidate version/file is used to create new projects to be amended into the current year work program or added into the tentative work program. Items created in the candidate file do not impact the work program until they are either amended or added to the tentative work program.
- Reports can be run to include candidate items. This allows the analysis of the impacts resulting from adding the individual candidate projects without actually impacting the existing programming and funding levels.

## **D. USE OF STATE FUNDS**

Per Section [339.08\(1\)](#), F.S., the following rules restrict the State Transportation Trust Fund (STTF) monies to the following purposes:

- To pay administrative expenses of the department, including administrative expenses incurred by the districts, but excluding administrative expenses of commuter rail authorities that do not operate rail services
- To pay the cost of construction of the State Highway System (SHS)
- To pay the cost of maintaining the SHS
- To pay the cost of public transportation projects in accordance with Chapter 341 and Sections [332.003](#) - [332.007](#), F.S.
- To reimburse counties or municipalities for expenditures made on projects in the SHS upon legislative approval
- To pay the cost of economic development transportation projects in accordance with Section [339.2821](#), F.S.

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- To lend or pay a portion of the operating, maintenance and capital costs of a revenue-producing transportation projects that is located on the SHS or that is demonstrated to relieve traffic congestion on the SHS
- To match any federal-aid funds allocated for any other transportation purpose, including funds allocated to projects not located in the SHS
- To pay the cost of county road projects selected in accordance with the Small County Road Assistance Program as created in Section [339.2816](#), F.S.
- To pay the cost of county or municipal road projects selected in accordance with the County Incentive Grant Program created in Section 339.2817, F.S. and the Small County Outreach Program created in Section [339.2818](#), F.S.
- To provide loans and credit enhancements for use in constructing and improving highway transportation facilities selected in accordance with the State Infrastructure Bank (SIB) program
- To pay the cost of projects on the Florida Strategic Intermodal System created in Section [339.61](#), F.S.
- To pay other lawful expenditures of the department
- To pay the cost of transportation projects selected in accordance with the Transportation Regional Incentive Program created in Section [339.2819](#), F.S.

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## **PART II - CHAPTER 2: DEVELOPMENT OF DISTRICT AND TURNPIKE ENTERPRISE WORK PROGRAMS**

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## **PART II - CHAPTER 2: DEVELOPMENT OF DISTRICT AND TURNPIKE ENTERPRISE WORK PROGRAMS**

### **A. REQUIREMENTS MANDATED BY FLORIDA STATUTES**

The tentative work program is a compilation of all district/turnpike enterprise work programs of the Florida Department of Transportation (department). Each district/turnpike enterprise work program is subject to (unless otherwise indicated) the following requirements indicated by Section [339.135](#) F.S.:

- Before submitting the district/turnpike enterprise work programs to the central office, each district/turnpike enterprise shall hold a public hearing in at least one urbanized area in the district. The districts/turnpike enterprise will place advertisements for public hearings.
- District/turnpike enterprise will meet with each Metropolitan Planning Organization (MPO) within the district and conduct a presentation determining the necessity for making changes to projects within the district/turnpike enterprise work program. The district/turnpike enterprise will hear requests for additions and/or deletions to the work program. For the purpose of work program development, the Board of County Commissioners will function as MPOs in those counties not located in an MPO. Section 339.135 (4)(c)1 F.S.
- Section 120.525 F.S. requires that advertisements for public hearings must be published in the Florida Administrative Register (FAR) at <https://www.flrules.org/> at least seven (7) days prior to the public hearing. The FAR is electronically published each business day of the week except on days that are observed as official state holidays designated by Section 110.117 F.S. The deadline for each issue is set under Department of State Rule 1-1.011 Florida Administrative Code. All notices must be submitted electronically by 3:00 p.m. each business day to be published the next business day. (Section 120.525 F.S.)
- Section 120.525 F.S. also requires that advertisements for public hearings must be published on FDOT's public notices website at least seven (7) days prior to the hearing at <http://www2.dot.state.fl.us/publicsyndication/publicmeetings.aspx>. The District Public Information Office or Turnpike Enterprise Public Information Office (PIO) will assist with posting notifications on the website. Additional information related to notification methods and public hearing requirements can be found on the Department's [Public Involvement Handbook](#).
- Throughout the public hearing process, the districts/turnpike enterprise will record changes made to the work program. Districts/turnpike will submit those changes to the central office at the close of the tentative work program development cycle. Central office will provide a summary of these changes to the Florida Transportation Commission (FTC) for use during its annual statewide public hearing.
- By **October 1**, the MPOs must submit their annual transportation improvement program (TIP) list of project priorities and/or TIP priority changes to the district/turnpike enterprise. The department and MPOs may, in writing, cooperatively agree on an alternate submittal date. More information can be found in the [FDOT MPO Program Management Handbook](#).
- Prior to district work program submittal, the district/turnpike enterprise shall provide affected MPOs with a written justification for projects proposed for rescheduling or deletion from the district/turnpike enterprise work programs. Caveats for the written justification requirement are, the project is part of the MPO's TIP and is contained in the last four years of the previous adopted work program.
- No later than 14 calendar days after submittal of the district work program, affected MPOs may file an objection with the Secretary for rescheduling or deletions to the work program.
- The districts/turnpike enterprise and MPOs shall minimize changes, deletions, or adjustments to projects or phases contained in the four common years of the adopted work program and the tentative work program. The first three years of the adopted work program stand as the commitment of the state to undertake transportation projects. Local governments must be able to rely on these 3

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years for planning, development and amendment of the capital improvements elements of their local government comprehensive plans. Section [339.135\(4\)](#) F.S.

- The districts and turnpike enterprise must provide the MPO with a written explanation for any project in the TIP that is not in the district/turnpike enterprise work program. The MPO may request further consideration from the district/turnpike secretary. District secretaries shall acknowledge and review these considerations prior to submitting their work program to the central office.
- Unless the Secretary approves rescheduling/deletions, all projects included in the second year of the adopted work program must be advanced into the first year of the developing tentative work program. Should rescheduling/deletions occur, central office will identify and document them for inclusion in the reports that accompany the tentative work program.
- Only by joint action between the MPOs and the department, may projects included in MPO TIPs that have advanced to the design stage of preliminary engineering, be removed or rescheduled in a subsequent TIP. The following exception applies:
  - When recommended in writing by the district secretary or the executive director of Florida's Turnpike Enterprise for good cause, any project removed from or rescheduled in a subsequent TIP shall not be rescheduled by the MPO in that subsequent TIP earlier than the fifth year of such TIP. [Section 339.175\(8\)](#) F.S.
- The department will amend the adopted work program if a project listed in the MPO's TIP should have a change in status and meet the criteria as provided in Section [339.135\(7\)](#) F.S. (see Amendments chapter). The district/turnpike enterprise will notify the affected MPO of the proposed work program amendment and provide a complete justification for the amendment. The district/turnpike enterprise is encouraged to develop amendments cooperatively with the MPOs by:
  - Notifying MPOs expeditiously of the need for a work program amendment
  - Explaining how an amendment may affect the work program
  - Allowing MPOs sufficient time for review and response to proposed amendments.
  - Allowing sufficient time for the MPO to amend the TIP to incorporate the project changes (the department's [MPO Program Management Handbook](#)) and requesting the Office of Policy Planning to amend the State Transportation Improvement Program (STIP) accordingly.

## **B. REQUIREMENTS MANDATED BY THE TITLE 23 UNITED STATES CODE**

Title 23 USC Section 135 requires the state to develop a statewide transportation improvement program (STIP) for all areas of the state. This is very similar to the requirements of Section 339.135, Florida Statutes which require the state to develop a listing of transportation projects, by year, for implementation over a multi-year period of time. In the Florida statutes this is called a Five-Year Work Program. In Title 23 USC this is called a four-year STIP.

The Florida statutory requirements for the development of the Five Year Work Program were in existence before the federal requirements for a four year STIP were enacted. So the Florida FHWA Division Office has given FDOT approval to consider the first four years of the Adopted Five Year Work Program as FDOT's four year STIP.

Title 23 Section 134 United State Code requires each MPO to develop a transportation improvement program (TIP) in cooperation with the state (FDOT) and any affected public transportation operator. 23 CFR Part 450 defines "cooperation" in this context to mean "*the parties involved in carrying out the transportation planning and programming processes work together to achieve a common goal or objective*".

The federal laws and regulations do not dictate the particular process a state DOT, MPOs and affected public transportation operators establish to develop their respective TIPs and statewide STIP. In Florida this is accomplished by having each MPO prepare a list of project priorities which are submitted to the appropriate district of FDOT for inclusion in the new fifth year of the work program, in accordance with Florida Statutes.

Projects using federal funds that may only be spent in large urban areas of over 200,000 population are identified for inclusion in the TIPs and STIP by MPOs *in cooperation with FDOT*. Projects using all other federal funds are identified for inclusion in the TIPs and STIP by FDOT *in consultation with MPOs*. 23 CFR Part 450 defines “consultation” in this context to mean “*the party confers with other identified parties in accordance with an established process and, prior to taking action, considers the views of the other parties and periodically informs them about action taken*”.

For a more extensive comparison of state and federal requirements regarding the identification of projects for inclusion in the Work Program/STIP and MPO TIPs, and selection of said projects for implementation, please refer to Federal Aid Technical Bulletin 16-01. Federal Aid Technical Bulletins may be found (behind FDOT’s firewall; not available on the internet) at the following link: [Federal Aid Technical Bulletins](#)

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## **PART II - CHAPTER 3: RESPONSIBILITIES FOR WORK PROGRAM DEVELOPMENT**

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## **PART II - CHAPTER 3: RESPONSIBILITIES FOR WORK PROGRAM DEVELOPMENT**

### **A. DISTRICT SECRETARIES AND EXECUTIVE DIRECTOR OF FLORIDA’S TURNPIKE ENTERPRISE**

Responsibilities of the district secretaries and executive director of the Florida Turnpike Enterprise:

- Ensure district/turnpike enterprise work program compliance with work program instructions, department policies and procedures, federal rules and regulations, and Florida laws, statutes and administrative rules and regulations
- Ensure proper conduct of local public hearing processes prescribed by law and the work program instructions
- Provide a certification of conformity prior to the Secretary's review of the tentative work program. Certificate should state, to the best of their knowledge and belief:
  - District/turnpike enterprise work programs have been developed to ensure all project phases, to the maximum extent feasible, can be delivered as programmed
  - District/turnpike enterprise work programs comply with work program instructions, the Florida Transportation Plan (FTP), Modal Systems Plan, departmental policies and procedures, applicable federal rules and regulations, and applicable Florida laws, statutes, and administrative rules and regulations
  - District/turnpike enterprise developed their work programs cooperatively with the metropolitan planning organizations. Work programs are consistent, to the maximum extent feasible, with transportation improvement programs and local government comprehensive plans.
  - District/turnpike enterprise certify accurate review of estimates within the work program and their intent to meet specified production levels.

### **B. CENTRAL OFFICE**

Central office responsibilities for work program development fall into four categories:

- Promulgation of procedures, instructions and other guidelines to assist in the orderly development of the five-year work program
- Provide technical support and other assistance to district/turnpike enterprise offices during the development and management of the tentative/adopted work program
- Development of transportation programs, which have not been decentralized and are managed on a statewide basis
- Oversight of decentralized transportation programs managed by the district/turnpike enterprise. Facilitate the annual central office review and the department's quality assurance process.

The following offices have specific duties in work program development:

#### **1. OFFICE OF WORK PROGRAM & BUDGET:**

- Work Program Development and Operations Office – Responsible for developing the work program instructions and coordinating the development, review, and administration of the work



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program. Ensure work program development is consistent with these instructions, departmental policies and procedures, and federal and state laws.

- Production Management Office – Responsible for reviewing the five-year work program as it relates to the complete scheduling of all road and bridge projects in the tentative. This review focuses primarily on the first three years of the program. Review Lettings (phase 52s) for activity event dates, complete schedules and proper alignment of project phasing. In addition, review the letting plan for the first year of the tentative from a statewide perspective looking for balanced lettings in terms of dollars, type of work and number of projects let each month. Review consultant phases (12, 22, 32, 42 and 62) in the first year of the tentative for proper schedules and commitment dates that support production.
- Federal Aid Management Office – Responsible for the management of the department’s annual obligation authority plan and for the federal authorization of individual projects in the current year of the adopted five-year work program. This office promulgates instructions and guidelines pertaining to authorizing projects with the Federal Highway Administration (FHWA) and serves as primary liaison with FHWA on matters relating to the financial administration of federally funded projects.
- Financial Management Support Office – Provides support for the generation of automated reports and other diagnostic tools used for analysis and review of project information retained in the Financial Management System (FM) and related systems. In addition, the staff provides support and training to system users. Liaison to the Office of Information Systems to define enhancements and maintenance requirements.
- Finance, Program and Resource Allocation Office – Responsible for ensuring work program development within financial constraints imposed by the department’s Five-Year Finance Plan (includes developing federal aid forecasts and Bond Sale Plans). In addition, coordinates executive leadership workshops relating to program allocations, allocating funds for programs and districts and establishing target levels for production. This office also monitors and reports on the use of the department’s programs, resources and achievement of program targets. Additionally, this office prepares transportation revenue forecasts and represents the department at the state’s Revenue Estimating Conferences. This office also coordinates the preparation and submission of transportation finance related reports required by the FHWA as well as the calculation of toll credits earned and used by the department for federal soft match. Activities include development of the Program and Resource Plan, Program and Resource Plan Document, Schedule A – fund allocations, Schedule B – program targets, Resurfacing Monitor, Five Year Finance Plans, Program Objectives and Accomplishments Report, transportation revenue forecasts, preparation of FHWA reports, and calculation of toll credits earned and used.
- Budget Office – Responsible for preparing and submitting the department’s legislative budget request to the Executive Office of the Governor (EOG) and the Florida Legislature. The Budget Office requests spending authority to support the department’s operations and the first year of the work program. The Budget Office serves as the department’s primary interface with the EOG and the legislative appropriation committees during the consideration of the department’s budget request. The Budget Office submits budget amendments that impact current year appropriations.

## **2. OFFICE OF THE COMPTROLLER:**

- Financial Management Office – Responsible for ensuring the work program is developed within the financial constraints of the department’s 36-Month Cash Forecast. The Financial Management Office provides assistance to the district/turnpike enterprise in the processing and classification of financial transactions that affect the current year of the adopted work program.
- Project Finance Office – Responsible for the major project financial plans oversight, public/private partnerships (P3s) and legislative review of financial provisions of law. In this capacity, the Project Finance Office participates in project programming and funds management during the development of the work program. In addition, this office is responsible for the operation and management of the state and federal-funded infrastructure bank (SIB) program, toll operations

reporting and fund approval, and coordination of the Florida Department of Transportation Finance Corporation.

- General Accounting Office – Responsible for developing forecasts of state revenues, bond planning & feasibility analyses, various bond programs, and analyzing various legislative packages.

## C. STATEWIDE PROGRAM MANAGERS

Statewide programs are managed by the offices responsible for each program. The Work Program Development and Operations Office provides support to other central office managers for these program areas.

The following statewide program managers are responsible for programming project phases in coordination with district/turnpike enterprise staff:

PROGRAM AREA	STATE-WIDE MANAGER	TELEPHONE
Transportation Disadvantaged	Steve Holmes	850-410-5706
Fixed Capital Outlay	Gretchen Miller	850-414-4360
Bridge	Iman Ameen	850-414-4611
Safety	Lora Hollingsworth	850-414-4177
Statewide Planning	Carrie Thompson	850-414-4629
Transportation Regional Incentive Prog.	Lorraine Moyle	850-414-4383
Weigh Stations	Paul Clark	850-410-5540
Rest Areas	Dean Perkins	850-414-4359
Local Gov. Advance/Reimb.	Lisa Saliba	850-414-4649
SIS/Interstate Construction	Stephanie Certain*	850-414-4588
Intelligent Transportation Systems	Fred Heery	850-410-5606
*Intrastate Projects will be identified and prioritized by the Assistant Secretaries		

The following table provides other central office contacts for assistance in other program areas:

PROGRAM AREA	CONTACT	TELEPHONE
Applied Research	Patti Brannon	850-414-4616
Materials/Testing	Tim Ruelke	352-955-6620
Equal Opportunity Office (EOO)	Victoria Smith	850-414-4749
State Infrastructure Bank	Stephen Rogers	850-414-4768
Emergency Bridge Repair	John Clark	850-410-5757
Strategic Intermodal System	Chris Edmonston	850-414-4813
County Incentive Grant Program	Lorraine Moyle	850-414-4383
Resurfacing Monitor	Dawn Rudolph	850-414-4465

## **D. DISTRICT/TURNPIKE ENTERPRISE WORK PROGRAM MANAGERS**

The following table provides contacts for the district/turnpike enterprise work programs:

<b>DISTRICT</b>	<b>WORK PROGRAM MANAGER</b>	<b>TELEPHONE</b>
District 1	Gerlinde Masters	863-519-2662
District 2	Karin Lee	386-758-3772
District 3	Cheryl McCall	850-330-1216
District 4	Mark Madgar	954-777-4624
District 5	Steve Friedel	386-943-5449
District 6	Mike Lucero	305-470-5493
District 7	Karen Corman	813-975-6418
Turnpike Enterprise	Tim George	407-264-3131

## **E. DETAIL LISTING OF WORK PROGRAM RESPONSIBILITIES**

### **1. ASSISTANT SECRETARY FOR ENGINEERING AND OPERATIONS**

#### **a. Chief Engineer**

- Construction estimates of major projects
- Preconstruction production resources (in-house and consultant)
- Right of way requirements (right of way acquisition, advanced acquisition, estimates and manpower support)
- Construction requirements (in-house and consultant construction engineering inspection support)
- Materials and testing
- Resurfacing program including interstate, turnpike & arterial highways
- Bridge repair and maintenance
- Contract maintenance program (consultants, rest areas and bridge tenders)
- Motor carrier size and weight
- Routine maintenance and minor betterment program
- Highway beautification program
- Rest area program
- Interstate preservation and safety program
- Intelligent Transportation System
- Environmental management

**b. Chief Safety Officer**

- Highway safety improvement program
- Highway safety grant program
- High risk rural roads
- Safe routes to school
- Bicycle and pedestrian considerations

**2. ASSISTANT SECRETARY FOR INTERMODAL SYSTEMS DEVELOPMENT**

- Aviation
- Transit
- Intermodal
- Rail
- Seaport development
- State transportation development administrator
- Transportation needs
- Metropolitan area long-range plans and transportation improvement programs
- Florida's transportation planning process
- Work program consistent with policies, goals and objectives of the FTP
- Consistency to the maximum extent feasible with local government comprehensive plans and the state transportation improvement program (STIP), which includes the first three years of the current adopted work program, the metropolitan planning organization transportation improvement programs, the Indian reservation roads transportation improvement program, and the public lands highway program
- Strategic Intermodal System (SIS), consistent with SIS cost feasible plan
- Interstate capacity improvement program, consistent with ten-year interstate plan
- Review of planning consultants and grants
- Air quality conformity in non-attainment and maintenance areas
- Coordination of regional planning with state transportation planning

**3. FLORIDA RAIL ENTERPRISE**

- High speed rail

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**4. ASSISTANT SECRETARY FOR FINANCE AND ADMINISTRATION****a. Office of Work Program & Budget Director**

- Compliance with work program instructions, federal and state laws, and departmental policies and procedures.
- Fund balances (including use of state and federal funds and federal aid obligating authority, in coordination with the Production Management Office)
- Contingencies (allowances, pending litigation)
- Work program and STIP amendments
- Reporting requirements (coordinating with districts/turnpike enterprise when necessary)
- Overall coordination of central office review
- HPR/PL federal program
- Bridge replacement program
- Production schedule versus project phasing
- Advance production targets/assessment of potential
- Contract letting schedules (balance and loading)
- Alternative contracting (scheduling and letting plans)
- Small County Road Assistance Program
- Federal obligation authority plan (including advanced construction plan component)
- Federal authorization processing
- Finance Plans
- Bond Sale Plans
- Monitoring county allocations of the state comprehensive enhanced transportation system tax (use of District Dedicated Revenue [DDR] funds)
- Budget amendments
- Reporting requirements (coordinating with districts/turnpike enterprise when necessary)
- Reconciliation of the statewide planning program to the Program and Resource Plan
- Schedule A – fund allocations, Schedule B – program targets, and Resurfacing Monitor
- Program and Resource Plan
- Program Objectives and Accomplishments Report
- Fixed capital outlay

**b. Comptroller**

- 36-Month Cash Forecast
- Financial contingency levels pertaining to construction contracts
- Review of direct districtwide jobs
- SIB program
- P3s
- Florida Department of Transportation Financing Corporation
- Bonding programs

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## **PART II - CHAPTER 4: RESPONSIBILITIES FOR REVIEW OF THE TENTATIVE WORK PROGRAM**

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## **PART II - CHAPTER 4: RESPONSIBILITIES FOR REVIEW OF THE TENTATIVE WORK PROGRAM**

### **A. OVERVIEW**

The Florida Department of Transportation (department) central office review ensures district/turnpike enterprise work program compliance with work program instructions, departmental policies and procedures, applicable federal rules and regulations, and applicable Florida law, statutes, and administrative rules and regulations. In addition to the review, the following also represent quality assurance processes and activities:

- Departmental Training Programs - Departmental training programs teach adherence to established procedures and guidelines, thereby reducing the number of exceptions noted during the various compliance reviews.
- System Controls - Implementation of enhancements and internal controls within computer applications utilized by the department. These enhancements and controls significantly reduce programming incompatibilities and inconsistencies.
- Annual Central Office Review - The annual central office review of the work program is a group effort drawing on expertise from throughout the department. Major areas of compliance are examined, and any issues or exceptions resolved. Confirmation of these resolutions is obtained as part of the ongoing quality assurance conducted throughout the year by the various offices within the department.
- Quality Assurance Reviews - As part of the quality assurance review process, offices within the department are required to determine the critical requirements for their areas, determine if these critical requirements are being carried out and track noncompliance until corrected or resolved. A "critical requirement" is defined as one that could prevent or reveal significant problems or produce significant benefits to the department and the public. This comprehensive effort significantly improves compliance with applicable quality standards. Quality assurance reviews ensure proper accountability within the department.
- Periodically, the department and other entities conduct audits and run reports to check compliance with applicable standards.
  - The department's Inspector General performs audits of various areas within the department to check compliance with applicable departmental policies and procedures, federal rules and regulations, and Florida law, statutes, administrative rules and regulations.
  - The Office of the Auditor General conducts periodic financial compliance audits.
  - The Office of Program Policy Analysis and Government Accountability performs reviews of selected departmental programs to make recommendations as to the future status of such programs.
  - The Department of Economic Opportunity annually reviews the department's tentative work program for consistency with local government comprehensive plans.
  - The FTC annually reviews the department's tentative work program for compliance with applicable laws and departmental policies.
  - The department routinely prepares reports on its performance to the Florida Legislature, FTC, other organizations, and the general public to assure compliance with state goals and the program objectives defined in Florida Statutes.



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## **B. ANNUAL CENTRAL OFFICE REVIEW**

The Work Program Development and Operations Office conducts the annual central office review in a systematic approach as follows:

- Scheduling for the review
- Development of a compliance-oriented checklist
- Dissemination of information
- Agenda development
- Facilitating the review of work programs amongst entities involved throughout the districts and central office. Examining any exceptions noted and seeking resolution, documenting input from participants and recording actions taken to address and correct discrepancies
- Participants provide documentation to the Work Program Development and Operations Office of all exceptions noted, any written responses or disposition exceptions. The Work Program Development and Operations Office provides a summary of exceptions during the Secretary's review.

The offices of the assistant secretaries will ensure conformance of the work program and report on compliance to the standards in conjunction with one or more of the following activities:

- Review major critical requirements during the annual central office review of the work program.
- For those compliance areas that cannot be checked during the review, responsible offices will report on compliance as part ongoing quality assurance reviews.

Every effort will be made to document and address for final resolution any outstanding findings prior to adoption of the tentative work program.

## **C. FLORIDA TRANSPORTATION COMMISSION**

The FTC is required by statute to review the tentative work program and conduct a statewide public hearing. As part of the public hearing, the FTC must conduct an in-depth evaluation of the tentative work program for compliance with all applicable laws and departmental policies. Part of the FTC's work program review process is an annual assessment of the progress that the department and its transportation partners have made in realizing the goals of economic development, improved mobility and increased intermodal connectivity of the Strategic Intermodal System. The FTC will also evaluate and monitor the implementation of the 2005 Growth Management Legislation. If the FTC determines that the work program is not in compliance, it must report its findings and recommendations to the Florida Legislature and the Executive Office of the Governor. The FTC will appoint a time and place for the statewide public hearing on the tentative work program pursuant to Section [339.135](#) F.S., prior to submittal of the final tentative work program to the Legislature.

Each district secretary and the executive director of Florida's Turnpike Enterprise, or their designee, will be required to be in attendance at the statewide public hearing.

No later than 14 days after the regular legislative session begins, the FTC must submit to the Executive Office of the Governor and the legislative appropriations committees a report that evaluates the tentative work program for:

- Financial soundness
- Stability
- Production capacity

- Accomplishments (including program objectives)
- Objections and requests by metropolitan planning organizations
- Policy changes and effects thereof
- Identification of statewide and/or regional projects
- Compliance with all other applicable laws

In addition, Section [20.23\(4\)\(a\)](#), F.S., notes that major transportation policy initiatives or revisions will be submitted to the FTC for review.

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## **PART II - CHAPTER 5: SUBMISSION AND ADOPTION OF TENTATIVE WORK PROGRAM**

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## **PART II - CHAPTER 5: SUBMISSION AND ADOPTION OF TENTATIVE WORK PROGRAM**

### **A. OVERVIEW**

Florida Statutes outline specific criteria for submittal of the tentative work program to the Governor for review and approval, as follows:

- 14 Days prior to commencement of the regular legislative session, FDOT submits a preliminary copy of the tentative work program to the Executive Office of the Governor (EOG), the legislative appropriations committees and the Florida Transportation Commission (FTC). Following evaluation by the FTC, the FDOT submits the final tentative work program to the EOG and the legislative appropriation committees no later than 14 days after the regular legislative session begins.
- The Department of Economic Opportunity reviews the tentative work program for consistency with the local government comprehensive plans and provides the commission with a list of inconsistent projects. The list cannot include projects in a metropolitan planning organization (MPO)'s transportation improvement program unless the MPO is notified of that inconsistency during DEO's review).
- Per Florida Statute, the FTC reviews the tentative work program and conducts a statewide public hearing prior to recommending the tentative work program to the legislature.
- The final tentative work program must include an Intrastate Highway System report, a balanced 36-Month Cash Forecast and a Five-Year Finance Plan. Central office generates all reports.
- In conjunction with submitting the tentative work program, each district/turnpike enterprise and the central office respond to statute related questions posed by the FTC.

### **B. LEGISLATIVE BUDGET REQUEST**

- The original approved budget for the department is the General Appropriations Act (GAA) and any other act containing appropriations that include the first year of the tentative work program.
- The legislative budget request must include a balanced 36-month forecast of cash and expenditures and a Five-Year Finance Plan.
- The legislative budget request shall be amended to conform to the tentative work program, and may be amended, along with the tentative work program, based on the most recent revenue estimates (Revenue Estimating Conferences held in November/December and April/May) and the most recent federal aid apportionments (received in October).

### **C. ADOPTION OF TENTATIVE WORK PROGRAM**

- Immediately following the conclusion of the legislative session each year, the tentative work program is adjusted as required to comply with legislative intent and to conform to the General Appropriations Act and any other act containing applicable appropriations.
- Prior to the beginning of the fiscal year (July 1), the Secretary formally adopts the tentative work program and it becomes the department's official adopted five-year work program.
- Project phases not certified forward may be part of the roll forward for the next fiscal year of the adopted work program. Any phases certified forward but with subsequent bid rejections may become part of the roll forward. Spending authority associated with the phases is advanced through the budget amendment process.
- The adopted work program is the approved tentative work program plus any roll forward.

**PART III – PROGRAMMING GUIDELINES**

**PART III - CHAPTER 1: ADMINISTRATION**

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**PART III - CHAPTER 1: ADMINISTRATION****A. OVERVIEW**

The administration program includes central office and district staff, buildings, equipment and materials required to perform information management development (data processing), fiscal, budget, minority programs, personnel, executive leadership team direction, document reproduction, internal audit and contract functions of the Florida Department of Transportation (department).

**B. GENERAL PROGRAMMING GUIDELINES**

- Administrative program function costs are operating in nature (overhead costs) and are not programmed as line items in the department's work program. An exception to this is when human resource development (HRD) or consultant budget is appropriated for specific activities requiring the execution of a contract. These consultant activities are programmed in the department's work program to facilitate the recording of encumbrances in the accounting system.
- Budget coordinators for the program areas of finance and administration, engineering and operations, and district intermodal systems development coordinate with the applicable work program manager to program consultant fees budget (category 100686 - operating budget) and HRD budget for consultants. The department's legislative budget request provides the basis for the levels programmed. Specify the original LAS/PBS issue number in the extra description field of the item in the Work Program Administration system (WPA).
- Program consultant fees (operating category 100686) for central office planning, engineering, finance and administration (excluding equal opportunity programs) under transportation systems 13, 03; phase A2 and program number 00 (administration consultants) using D funds.
- Program equal opportunity programs under transportation system 13, phase A2 and program number 00 using either SSM or D funds. SSM funds are unmatched federal funds made available by the Federal Highway Administration. The department uses these funds to develop, conduct and administer training and assistance programs. These programs allow minority and woman owned businesses to achieve proficiency and compete, on an equal basis, for contracts and sub-contracts. Set up D funds to comply with budget to contract with surety companies to bond the Disadvantaged Business Enterprises (DBEs) for the department's construction projects. This guarantees successful completion of projects initiated by a participant in the DBE program.
- In April 2016, the Governor signed House Bill 7027 to include the establishment of a Business Development Program to assist small businesses in obtaining contracts with the department. The Business Development Initiative (BDI) is designed to support the department's efforts to boost competition, lower prices and increase support to meet its contracting needs. The BDI is designed to provide more opportunities and support for small businesses to move from a subcontracting role to the role of prime contractor. Construction and maintenance contracts reserved for BDI must have an estimated contract amount of \$1,500,000 or less and receive approval from the Equal Opportunity Office. Use the item group identifier of BDI when programming these projects. See the Equal Opportunity Office website for additional information: <http://www.fdot.gov/equalopportunity/bdi.shtm>
- In-house projects may be programmed to support and identify use of staff and resources according to management objectives. Use program number 00 and phase A1 to program in-house administrative activities.

**C. HUMAN RESOURCE DEVELOPMENT****1. OVERVIEW**

HRD activities are appropriated in a special budget category to be expended for expense items, equipment purchases and contracted training programs. The use of HRD budget for in-house

activities is included in the in-house targets required to be programmed. However, when this budget is used for contractual purposes, a separate financial project must be established to facilitate the department's contractual and fiscal processes.

## **2. PROGRAMMING GUIDELINES**

Program consultant contracts for trainers using HRD budget under transportation systems 03, 13; phase A2 and program number 00. Use D funds if the HRD budget is appropriated in the administration, planning, public transportation, Gainesville materials and testing, or maintenance program areas. Use DIH or available federal funds if HRD budget is appropriated in the production or construction program areas.

## **D. FINANCIAL CONSIDERATIONS**

### **1. BOXES (CONTINGENCY, RESERVE AND TARGET)**

#### **a. Overview**

Box items are programmed in each year of the work program and are identified as contract class 8 along with box codes. Their purpose is to hold funds to be used to protect the adopted work program and to ensure the priorities of the department are met. No expenditures may be made from a box item. There are three types of box items: targets (TG), reserves (RV) and contingencies (CN).

- Targets are defined as financial resources established to ensure certain work program levels are identified in program areas. Only use TG box code if all years are for targets. No target boxes should be programmed in the current year of the adopted work program and the first two years of the tentative work program.
- Reserves are divided into project reserves and program area reserves.
  - Program reserves are defined as items that should be programmed in the tentative work program for future needs where specifics are not known but a future need has been identified. These amounts are manually identified by the program managers based on executive leadership team direction and will be used for specific projects/programs in the future.
  - Project reserves are defined as items that should be programmed in the tentative work program for a future need where specifics are not known or for which funds are being gathered, e.g., a federal earmark for construction dollars on a specific project but not enough to fully fund construction. Project reserves must be approved by central office. Only use RV box code if all years are for reserves.
- Contingencies represent the amount for cost overruns, claims in litigation, estimate changes and supplemental agreements. Use CN box code for all contingencies. Contingency funds for all federal funds should be programmed and maintained at a minimum acceptable level to cover ongoing work and ensure contingency needs for projects off the State Highway System are covered. Federal boxed funds must be adjusted frequently to ensure they are fully utilized each federal fiscal year. State or other funds should be boxed in lieu of federal funds to protect projects on the State Highway System.

#### **b. Programming Guidelines**

- All box items are to be coded as contract class 8.
- Use box code TG for target boxes, CN for contingency boxes and RV for reserve boxes.

- Supplemental agreements, cost overruns and other types of potential financial impacts that are eligible for federal reimbursement shall be programmed with federal funds.
- Program box items for each budget category and each fund in each year of the tentative work program, as appropriate. ACXX funds may be programmed in contingency box items.

### **c. Methodology for Box Item Analyses**

The system generated box analyses relate only to the highway and bridge programs. Programs for public transportation (including intermodal); planning; maintenance and operations; fixed capital outlay (FCO) and administration are not included in the box analyses due to their nature. These programs relate to grant categories, consultant agreements with fixed amounts or routine/scheduled operational expenditures, which normally do not require supplemental agreements or litigation. The individual program offices for the non-highway and bridge programs will be responsible for identifying, documenting and establishing criteria for boxed amounts.

#### **1) Criteria for District Targets**

- In-House: Phase type 1; Based on box codes
- PE Consultant: Program plan L03 including phase 62/program 40 post design; Based on box codes
- Resurfacing: Program plan J; Current year plus first two years of the tentative are contingencies; Last four years of the tentative are based on the box code of CN for contingencies, TG for target (years three to five) and RV for reserves
- Advanced Construction (ACSA, ACSU, ACSL, ACSN, ACCM): This is a minimum target; The review is cumulative and consists of prior year programming plus current year and the first year of the tentative work program

#### **2) Criteria for District Reserves**

- Bridge Repair: Program plan K01; Based on box codes
- Safety: Program plan I01; Based on box codes
- Advance Acquisition: Program plan C03 and C04; Based on box codes
- Utilities: Phase 56 with LF funds; Current year plus all five years of the tentative are reserves
- Project specific: Current year plus all five years of the tentative are reserves

#### **3) Criteria for Statewide Reserves**

- PE reserve: Bridge program – current year plus all five years of the tentative; the Strategic Intermodal System (SIS) is current year plus all years of the tentative and SIS Plan
- Bridge inspection: Current year plus all five years of the tentative
- ITS, weigh stations, rest areas: Current year plus all years of the tentative and SIS Plan
- Operational quick fixes: Current year plus all years of the tentative and SIS Plan
- Advance acquisition: Current year plus all years of the tentative and SIS Plan



- Rail/highway crossing program 53: Current year plus first two years of the tentative are contingencies; Last three years of tentative are reserves

**4) Criteria for Highway and Bridge Programs Contingency Analysis**

When reports are generated with instructions for “all phases and program numbers,” the following program numbers are excluded: 37 (FCO), 39 (local government advance reimbursement), 52 (AC conversion), 61 (repayment to SIB), 69 (transfer to SIB), and 26 (disaster recovery).

**5) SIS Program (Statewide Funds)**

Use fund codes ACNP, DI, BNIR, EBNH, ACEN, NHPP, STED, SIWR, GMR; include all phases and program numbers using these fund codes on transportation systems 01 (intrastate interstate), 02 (intrastate turnpike), 03 (intrastate state highway), 04 (intrastate toll), 13 (non-system specific). Use fund code DIS; include all phases and program numbers using this fund code on any transportation system. Contingencies and reserves are determined by reports with IN.. funds, and program level is determined as IN01 (including all funds on items) excluding boxes.

**6) Bridge Program (Statewide Funds)**

Use fund codes NHBR, ACBR, BRT, BRTZ, ACBZ, BNBR, EBBP, ACEP, RBRP, and BRP; include all phases and program numbers using these fund codes. Contingencies and reserves are determined by reports with BR++ funds, and program level is determined as BR++ excluding boxes.

**7) Intelligent Transportation System (ITS) Program (Statewide Funds)**

Use fund code DITS, include all phases and program numbers using these fund codes. Contingencies and reserves are determined by reports with DITS funds, and program level is determined as DITS excluding boxes.

**8) Rest Area Program (Statewide Funds)**

Use fund code DRA, include all phases and program numbers using these fund codes. Contingencies and reserves are determined by reports with DRA funds, and program level is determined as DRA excluding boxes.

**9) Weigh Station Program (Statewide Funds)**

Use fund code DWS, include all phases and program numbers using these fund codes. Contingencies and reserves are determined by reports with DWS funds, and program level is determined as DWS excluding boxes.

**10) Safety Program**

Safety is the department’s number one priority. Therefore, all safety funds (e.g., HSP) are to be used. Contingencies for unforeseen conditions or cost overruns on safety related projects are to be programmed with state funds (DDR for on-system) or flexible federal funds (other STP funds) if a safety box item is needed.

**11) District Programs**

Use all district fund codes, excluding the statewide fund codes noted above. ACXX funds and the funds listed below in the General Assumptions section, include all phases and program numbers using these fund codes, on transportation systems 01 (intrastate

interstate), 03 (intrastate state highway), 04 (intrastate toll), 06 (non-intrastate off state highway). Contingencies are determined by reports of all district funds with contract class 8, and program level is determined as all programs excluding transportation system 01, both dependent upon criteria listed above.

**12) Turnpike Enterprise Programs**

The turnpike enterprise analysis should include all turnpike funds and transportation system 02 (intrastate turnpike). Contingencies are determined by reports with turnpike funds only, and program level is determined as transportation system 02 (intrastate turnpike) excluding statewide funds (bridge and SIS described above).

**d. General Assumptions**

- Amounts included for contingency analyses only address contract class 8.
- 30% of district projects programmed using statewide funds for SIS and/or bridge will be considered as part of the district programmed level for contingency analysis.
- RBRP, SCOP, SCED, SCRC, SCWR, SCRA, GRSC, CIGP, CIGR and TRIP will not be included in the box analysis.
- Earmark funds will be excluded if programmed as a contract class 5 or if programmed as a transportation system 06 or 16.
- SE funds will be excluded if programmed as a contract class 5.
- Boxed items for the Miami Intermodal Center (MIC) are not included in the box analysis, regardless of the funds programmed.
- LF funds on a contract class 8 will be included as a reserve account, regardless of box code.

**e. Construction Cost Inflation Factors**

Inflation factors for construction costs will be utilized in the development of the tentative work program as indicated below. These inflation factors will automatically generate the new estimates for anything gamed in WPA by applying these factors to the present day costs (PDC's) in WPA. All estimate changes must be made in the adopted file; do not make estimate changes in the proposed file (tentative work program development cycle). Shaded areas beginning in fiscal year 23/24 cover the 10-year period for the SIS program.

<b>FISCAL YEAR</b>	<b>INFLATION FACTOR</b>	<b>MULTIPLIER</b>	<b>FISCAL YEAR</b>	<b>INFLATION FACTOR</b>	<b>MULTIPLIER</b>
19/20	2.6%	1.026	24/25	3.0%	1.178
20/21	2.6%	1.053	25/26	3.1%	1.214
21/22	2.7%	1.081	26/27	3.2%	1.253
22/23	2.8%	1.111	27/28	3.3%	1.295
23/24	2.9%	1.144	28/29	3.3%	1.337

Note: Base year is 18/19.

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## **2. TARGETS (SCHEDULE B)**

### **a. Overview**

Schedule B defines district targets for programming in selected program categories. Any acceptable fund code may be used to achieve these required program levels. These targets must be met within the tolerance allowed as defined below. Targets in product categories result from decisions of the executive leadership team for distribution of resources to support policy and program objectives of the department. Targets in product support categories are established to assure sufficient levels for in-house staff direct charges.

For the latest target guidelines, click on the following link:

[Program and Resource Allocation - Target Guidelines](#)

### **b. Target Definition and Review Criteria**

#### **1) Strategic Intermodal System Highway Corridors**

This is a **minimum** target reviewed on an annual basis based on statutory requirements. Target is reviewed at the statewide level.

#### **2) In-House (AINH)**

- AINH consist of a rollup of PE, CEI, R/W, Traffic Operations-DPIN

DPIN Target includes: preliminary engineering (PE), combined construction engineering inspection (CEI) and materials and research (MR), right of way support (R/W) and traffic operations (TO). The basis for these targets is the program component operating budget amount by district from the General Appropriations Act (GAA). The target value equals the program component budget (net of administered funds) reduced by estimated indirect cost. The remaining direct cost portions should be programmed as productive labor on specific project phases. These are **minimum** programming levels evaluated in work program reviews on a cumulative basis of the 5 year tentative work program. Five year totals for the four targets taken as a whole is the basis for evaluation criteria. Emphasis should be made to program to direct projects. Over-programming of this target is encouraged with reductions in corresponding indirect charges.

#### **3) Planning and Environmental**

These Targets are composed of Federal HP (Federal Highway Planning) Funds and State D (Unrestricted State Primary) Funds. Targets HPPC, PLHP, AND PLEM are **minimum** targets reviewed on an annual basis based on statutory requirements. Targets PLNI and PLNC have a **zero tolerance** and must be balanced annually for each of the Five Years of the Tentative Work Program. Other Funds may be programmed but will not be counted towards the Schedule B Target.

The Planning Targets are composed of five programming targets identified from the Program Plan Q01 (In-House) and Q02 (Consultant Grants): Operating Budget for Planning and Environment Consultants, (HPPC) with Federal HP Funds

- Operating Budget for Planning and Environment Consultants and Expenses, (PLNI) with State D Funds for non-federal activities
- Operating Budget for Planning and Environment, (PLHP) with Federal HP Funds – Statewide Planning and Research Program
- Work Program Planning Consultants, (PLEM) with Federal HP Funds
- Work Program Planning Consultants, (PLNC) with State D Funds

**4) In-House (Maintenance (MNTI))**

This is a **zero tolerance** target, reviewed on an annual basis. Target is set based on 100% of in-house budget from GAA program component. No over- or under-programming is allowed.

**5) Intelligent Transportation Systems Operations (TOTI) and Replacements (TOTR)**

This is a **zero tolerance** target reviewed on an annual basis using statewide DITS, ACNH, ACNP, DI, NH, NHAC and NHPP funds. Other district funds may be programmed but will not be counted towards the Schedule B target. No over- or under-programming is allowed.

**6) Maintenance**

(Maintenance Highway M&O Contract (**MHWY**), Maintenance Department of Corrections M&O Contract (**MDOC**), Maintenance Highway Beautification (**MHWB**), Maintenance Service Patrol Contract (**MSPC**), National Pollutant Discharge Protection System (**MNPD**), Maintenance Contract Bridge Inspection Non-Federal (**MCNF**), Maintenance Contract Bridge Inspection Federal (**MCCF**))

These are **zero tolerance** targets reviewed on an annual basis and established to ensure programming of non-allocated D, TMxx and turnpike district funded maintenance program are at the level approved by the executive leadership team. No over- or under-programming is allowed.

**7) PE Consultant (PECN)**

The basis for this district target is approved by the executive leadership team. This a **minimum** target and over-programming is encouraged to support a continuing advanced production construction program. The review is cumulative from current year through the last year of the tentative work program; however, the current year and the first two years of the tentative work program must be met annually.

The overall objective of the PE Consultant target relates to the advance production inventory. Each district should have a level of PE Consultants programmed to ensure there are a sufficient amount of plans on the shelf which could be moved up should the department continue to experience bid savings or if it receives additional resources. Each district is responsible for maintaining, in advance production, 25% of their planned project lettings (phase 52) for each year. Each district should recommend for approval by the executive team, PE Consultant targets which enable the desired advance production levels to be maintained.

**8) Advanced Construction (ACSA, ACSU, ACSL, ACSN, ACCM)**

This is a **minimum** target. The review is cumulative and consists of prior year programming plus current year and the first year of the tentative work program.

**9) Freight, Logistics & Passenger Operations**

These are **minimum** targets reviewed on an annual basis and established to comply with the Florida Statutes' direction to program 15% of non-exempt state transportation trust fund revenues for public transportation projects.

See instructions on submitting a projection analysis report (also known as the target analysis report) in the WPA Screens and Reports chapter of these instructions.

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### **3. PAVEMENT CONDITION ALLOCATIONS**

These are minimum allocations which must be met annually from current year through the last year of the tentative work program.

Lane mile allocations are established in accordance with the criteria of safety, preservation of the system (cracking or structural deficiency), ride (roughness, measured by the laser profiler), or other as needed to maintain the integrity of the system.

Statewide arterial lane mile allocations are based on the following:

- FY 2019: 3.00% of the estimated system size
- FY 2020: 3.00% of the estimated system size
- FY 2021: 3.50% of the estimated system size
- FY 2022: 4.00% of the estimated system size
- FY 2023: 4.00% of the estimated system size
- FY 2024: 4.00% of the estimated system size

For more information regarding resurfacing requirements, districts and statewide program managers should refer to the Resurfacing chapter of these instructions and use the resurfacing monitor to manage their resurfacing program and compare the tentative work program to approved lane mile and funding allocations.

Resurfacing Monitor:

<https://owpb.fdot.gov/fmreports/ResurfacingMonitor.aspx>

### **4. RIGHT OF WAY AND BRIDGE BONDS**

Section 17 of Article VII of the Florida Constitution provides that the state may sell bonds for "the cost of acquiring real property or the rights to real property for state roads as defined by law, or to finance or refinance the cost of state bridge construction, and purposes incidental to such property acquisition or state bridge construction." Section [337.276](#), F.S., gives the authority to sell the bonds. Per Section [206.46\(2\)](#), F.S., notwithstanding any other provisions of law, from the revenues deposited into the State Transportation Trust Fund, a maximum of seven percent in each fiscal year shall be transferred into the Right of Way Acquisition and Bridge Construction Trust Fund to pay for debt service coverage of right of way and bridge construction bonds. The annual amount transferred under this subsection shall not exceed an amount necessary to provide the required debt service coverage levels for a maximum debt service not to exceed \$275 million.

Schedule A contains allocations of right of way and bridge bond proceeds for the acquisition of right of way in the following programs:

- Non-turnpike: BNDS funds
- Intrastate: BNIR funds
- Bridge construction: BNBR funds

Bond funds may be used for right of way acquisition, bridge construction, operations working on right of way activities and consultants supporting acquisition or construction. Bond funds may not be used for in-house support phases. Bond funds may not be used for payments to the Department of Environmental Protection for wetlands mitigation except when associated with a bridge construction project.

## **E. ESTIMATES**

Phases need to be programmed to the full amount of the department's estimate.

Note: Programming of minor amounts (\$1-\$100) as placeholders is not allowed.

## **F. LEGAL EXPENSES DIRECTLY RELATED TO A SPECIFIC FINANCIAL PROJECT**

### **1. OVERVIEW**

Legal expenses directly related to a construction project are considered part of the overall cost of construction management of the project. Legal expenses, e.g., expert witness or outside attorney fees, will be programmed and managed by central office staff in the Office of the General Counsel, with assistance from the Office of Work Program and Budget. These expenses may occur prior to construction or after construction begins.

### **2. PROGRAMMING GUIDELINES**

A central office (managing district 10) work program item number 405877-1-62-01 has been established and is administered by the Office of General Counsel. DC funds will be programmed on the item. The transportation system is 13. General type legal services not directly related to a specific financial project should be paid from an operating category and not charged directly to the above work program item. Examples of these types of expenditures are defending a patent, personnel issues, claims filed due to traffic accidents (except those occurring during construction), etc.

## **G. RURAL ECONOMIC DEVELOPMENT INITIATIVE**

All projects specifically programmed in rural areas of opportunity (RAO) counties, as well as the rural counties of Flagler, Nassau, Wakulla and Walton, shall include "REDI" as an item group identifier. See the Rural Economic Development Initiative (REDI) chapter of these instructions for additional details and a listing of RAO counties.

## **H. CONCRETE PAVEMENT INITIATIVES**

Funding for concrete pavement shall be provided "off the top". Concrete project candidates are reviewed annually by the Chief Engineer, Assistant Secretary of Engineering and Operations, and the Secretary. Recognizing concrete costs more than asphalt, the Department must plan for the increased costs as part of the new fifth year to minimize disruptions to capacity allocations. Projects are evaluated to determine whether the project makes good engineering sense to pursue rehabilitating as concrete through the Resurfacing Program. See the Resurfacing Chapter of these instructions.

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**PART III - CHAPTER 2: ADVANCED CONSTRUCTION**

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**PART III - CHAPTER 2: ADVANCED CONSTRUCTION**

**A. OVERVIEW**

**1. GENERAL INFORMATION**

Advanced construction (AC) is used to program project phases that will eventually be reimbursed with federal funds. These are state funds used to finance projects in anticipation of future federal funds. AC funds are authorized with Federal Highway Administration (FHWA) in the same manner as regular federal funds. This will allow the Florida Department of Transportation to convert the AC funds to federal funds and then bill FHWA for accumulated costs.

Projects funded as AC will be converted as needed to facilitate the use of obligating authority, the cash management process and to maximize production. The AC capacity will be restored as conversions occur for approved levels of revolving AC.

**2. DISTRICT REVOLVING ADVANCED CONSTRUCTION – ACRE (ACXX)**

AC funds allocated to the districts will be managed on a revolving fund basis annually to maximize the obligation of federal aid within all district allocated categories (SA, SU, SL, SN, CM, etc.).

Revolving AC (ACRE) must be programmed for each district allocated federal fund.

The AC inventory of projects (for the district allocated funds) should have a sufficient mix of federal funds to enable future AC conversions as needed in each category to consume the district allocated federal funds and obligating authority (OA). It is recommended that district programming be modified to accommodate a variety of future AC conversions as needed to consume the annual OA.

Each district should have projects in the AC inventory which qualify for each of the five major categories of district allocated federal funds upon conversion. Target guidelines are provided below to assist the districts in achieving the appropriate mix of funding. The Targets are 70% of AC Allocation and also are based on 2017 federal apportionments for qualified AC funds Targets.

Districts Revolving AC Allocations		"Targeted" Level of District Allocated AC Revolving Inventory based on prorata share of district allocated federal funds					
District	70% of Total districts AC Allocation	ACSA	ACSU	ACSL	ACSN	ACCM	Total "Target"
1	105,980,728	53,065,579	36,914,600	7,918,041	5,577,291	2,505,218	105,980,728
2	25,915,538	13,593,497	5,898,986	2,912,968	2,922,306	587,782	25,915,538
3	47,716,402	23,125,078	8,419,390	6,829,131	8,302,127	1,040,676	47,716,402
4	55,467,300	26,516,226	25,918,477	1,070,104	617,202	1,345,290	55,467,300
5	77,459,743	36,903,257	29,136,364	6,953,772	2,272,541	2,193,808	77,459,743
6	37,824,018	18,733,522	17,597,010	346,079	285,453	861,954	37,824,018
7	48,037,500	22,922,239	21,060,176	2,445,199	388,510	1,221,376	48,037,500
Totals	398,401,228	194,859,397	144,945,002	28,475,294	20,365,431	9,756,104	398,401,228

"Targeted" ACSU Levels by Urban Area					
District	Dist. Area	Urban Area	Allocation	%	Total "Target"
1	X01	Fort Myers - Cape Coral	7,602,023	27%	10,050,373
1	X02	Sarasota - Bradenton	9,221,516	33%	12,191,447
1	X12	Bonita Springs - Naples	4,448,307	16%	5,880,953
1	X15	Lakeland	3,764,470	13%	4,976,877
1	X16	Winter Haven	2,885,598	10%	3,814,950
2	X03	Jacksonville	15,270,550	100%	5,898,986
3	X04	Pensacola	4,785,236	58%	4,895,964
3	X13	Tallahassee	3,443,740	42%	3,523,426
4	X05	Ft. Lauderdale	25,125,699	52%	13,391,987
4	X06	West Palm	18,111,019	37%	9,653,165
4	X14	Fort Pierce - Stuart - Port St. Lucie	5,390,858	11%	2,873,325
5	X07	Daytona Beach - Port Orange	5,004,041	13%	3,872,332
5	X08	Palm Bay - Melbourne - Cocoa	6,491,029	17%	5,023,025
5	X09	Orlando	21,654,148	58%	16,756,869
5	X17	Kissimme	4,502,395	12%	3,484,138
6	X10	Miami Dade	35,643,167	100%	17,597,010
7	X11	Tampa - St. Pete - Clearwater	35,004,229	100%	21,060,176
			<b>208,348,024</b>		<b>144,945,002</b>



**3. TEMPORARY ADVANCED CONSTRUCTION**

Temporary AC for all district allocated federal funds includes any federal fund which is authorized as ACXX that exceeds the available balance on the ACRE PAR. This excludes ACNP, ACBR, ACSB, ACSS and ACBZ. For temporary AC, the following rules apply:

Any use/increase in temporary AC in any year must be approved in writing by the Office of Work Program and Budget (OWPB). District ACXX funds that exceed the district revolving allocation must have an A8 conversion phase programmed with the same funds that are authorized as AC.

**B. PROGRAMMING AND BALANCING GUIDELINES**

- Advanced construction for district programs:

Revolving ACXX funds are allocated to the districts, and their use is tracked on the ACRE production accomplishment report (PAR). Revolving ACXX funds may be programmed when project phases are initially added to the program. Conversion phases are not required if there is a zero or positive PAR balance on the ACRE PAR. Districts may not program ACXX funds on projects in excess of the available balances on the ACRE PAR without the approval of the OWPB.

- Conversion phases are programmed as phase A8, program number 52, allocation type 1 for approved amounts that exceed the ACRE PAR balances.
- Advanced construction for district programs – payback for local advanced funds (LFR/LFRF/LRSC) and state infrastructure bank funds (SIB):

If federal funds are programmed in a future year as the payback of local funds (LFR, LFRF or LRSC), the project must be authorized and approved through the Federal Aid Management Office and FHWA as an advanced construction (AC) project. This must be done prior to work starting on the project. AC funds must be programmed in the year of the planned payback as phase A8, program number 39 for LFR/LFRF/LRSC or program numbers 61 or SB for SIB, and allocation type 1. The federal funds to be used for the future conversion must be programmed in the same fiscal year as the payback for temporary AC. A conversion phase should not be programmed when ACNP is programmed for the payback. A federal aid number will be assigned authorizing the project as AC. See the Local Funds chapter of these instructions for further information.

- Advanced construction for statewide programs:

The fund codes ACNH, NHAC, ACIM, IMAC and BRAC will no longer be used on new projects, nor will fund allocations be issued for these work program fund codes. The new fund code for projects that previously qualified for NH and IM funds will be ACNP for the state funds used in the AC program and NHPP for the federal funds. **Initial programming must be done using ACNP and the conversion will be to NHPP fund code.**

Any existing projects that are authorized with ACNH, NHAC, ACIM, or IMAC will be converted to NHPP or NH. Any exceptions have to be approved by the OWPB.

Any existing projects that are authorized with ACBR or BRAC will be converted to NHBR. Any exceptions have to be approved by the OWPB.

Any existing ACSB will be converted to NHBR. SABR and ACSB will no longer be used on new projects.

The Federal Highway Safety Improvement Program funds (HSP) are part of the Statewide AC program beginning July 1, 2018. Initial programming should be done using ACSS and the conversion will be to the HSP fund code. Conversion to HSID and HSLD is on a special case basis.

**Projects using NHAC funds will be converted to NHPP or NH.**

AC will not be authorized for HP, HR, PL, TALL, TALN, TALT, TALU and NHRE. Exceptions will be reviewed on a case by case basis with the OWPB.

Financial management report 6.21, AC (advanced construction) reports, will provide project level detail for all projects programmed with AC and will provide the amount of conversion programmed on the project. The report should be run starting in the earliest year that non-revolving AC is still programmed (not yet converted). Every project must be balanced. Another balancing tool can be found on the Work Program and Budget SharePoint site link for Support Applications. Under the monitoring tools, there is the Phase A8/Program 52 and the “AC” funds report. This report will also provide the detail for all projects programmed with AC and the amount of conversion programmed on the project.

ACXX funds must be programmed on projects to maximize the use of these funds. Any remaining ACXX funds may be programmed in contingency box items.

## **PART III - CHAPTER 3: AMENDMENTS**

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## **PART III - CHAPTER 3: AMENDMENTS**

### **A. OVERVIEW**

The Florida Department of Transportation (department) may amend the adopted work program at any time during the fiscal year. The official amendment process accommodates major changes to the current year of the work program in accordance with Section [339.135\(7\)](#) F.S. In order to translate statutory provisions into practical guidelines, the department must make certain assumptions when dealing with actual situations encountered in work program administration. Refer to the Clarifications for Determining When an Executive Office of the Governor (EOG) Amendment Is Required section when making the determination of when to apply the statutory provisions of the work program amendment process.

For purposes of defining a project or project phase as referenced in the Florida Statutes, a project in the Work Program Administration (WPA) system is an item/segment. Work program phase is a project phase. However, WPA relates data elements for project cost amount and fiscal year to work program sequence. Therefore, amendments must be consistent with changes at the item/segment/phase level.

Modifications to the work program will be in accordance with the instructions outlined below.

### **B. WORK PROGRAM AMENDMENT THRESHOLDS**

- Cost estimate changes will be allowed as office changes and are not subject to the statutory work program amendment process.

In accordance with Section [339.135\(7\)\(c\)](#) F.S., the amendments below require approval of the EOG:

- To ADVANCE or DEFER the following project phases:
  - A right of way, construction or public transportation phase costing over \$1,629,000 appropriated funds
  - A project development and environmental (PD&E), preliminary engineering (PE), environmental consultant or design phase costing over \$543,000 appropriated funds
  - No amendment required, regardless of amount, for advancement of a phase by one year to the current fiscal year, or deferral of a phase for a period of 90 days (within the first quarter of year one of the tentative)Note: For the purposes of determining if an amendment requires EOG approval, exclude non-budgeted funds in the computation of cost. Include only funds appropriated by the Legislature in computing the threshold amounts.
- To ADD a project or project phase costing over \$543,000 appropriated funds

Note: For the purposes of determining if an amendment requires EOG approval, exclude non-budgeted funds in the computation of cost. Include only funds appropriated by the Legislature in computing the threshold amounts.

- With the exception of amendments related to emergency repairs, per Florida Statute [339.135\(7\)\(h\)](#), any work program amendment that also adds a new project or phase to the adopted work program in excess of \$3 million is subject to approval by the Legislative Budget Commission. Any work program amendment submitted must include, as supplemental information, a list of projects or phases in the current 5-year adopted work program which are eligible for the funds within the appropriation category being used for the proposed amendment. The department shall provide a narrative with the rationale for not advancing an existing project or phase in lieu of the proposed amendment.

- To DELETE a project or project phase costing over \$163,000

Note: For the purposes of determining if an amendment requires EOG approval, exclude non-budgeted funds in the computation of cost. Include only funds appropriated by the Legislature in computing the threshold amounts.

- To LOAN funds (three years max) to maximize use or amount of funds available to the state

Pursuant to Section [339.135\(7\)c](#) F.S., starting July 1, 2013, the department shall index the amendment threshold amounts to the Consumer Price Index or similar inflation indicators no more than once a year. The Office of Work Program and Budget will review the Consumer Price Index annually for major changes. If there are no major adjustments, the thresholds will be updated every five years.

## **C. WORK PROGRAM AMENDMENT NOTIFICATIONS**

### **1. PRIOR TO SUBMITTAL TO THE OFFICE OF WORK PROGRAM AND BUDGET**

Prior to presenting proposed EOG work program amendments to the Office of Work Program and Budget (OWPB) for deferrals or deletions of construction phases on capacity projects, the requesting district office must provide written notification (including copies of the notifications in the proposed EOG work program amendment package) of proposed amendments to the chief elected official of each affected county, each municipality in the county, and the chair of each affected metropolitan planning organization (MPO).

Affected counties, municipalities and MPOs shall have 14 days to provide written comments to the district regarding how the proposed amendments will impact its respective concurrency management systems, including whether any development permits were issued upon the capacity improvements, if applicable. Include all written comments in the amendment package. Districts should note in the amendment package if no response(s) was/were received.

Districts should review programmed work mixes and item group identifiers to determine if construction phase deferrals/deletions are for capacity projects.

The following is suggested language for the district pre-notification cover letter/memo:

Pursuant to Section [339.135\(7\)\(f\)](#), Florida Statutes, attached/enclosed is a proposed work program amendment for the deferral/deletion of item # \_\_\_\_\_ (**insert project item & segment #**) from the current year of the Florida Department of Transportation's adopted work program. Each affected county and each municipality in the county is encouraged to coordinate with each other to determine how the amendments affect local concurrency management and regional transportation planning efforts.

Please provide \_\_\_\_\_ (**insert name and email address/fax number for assigned district staff**) with any written comments by \_\_\_\_\_ (**enter a date 14 days after notification issuance**). Thank you.

### **2. UPON SUBMITTAL TO THE EXECUTIVE OFFICE OF THE GOVERNOR**

Send out notification(s) when proposed amendments are sent to the EOG. Per Section [339.135\(7\)](#) F.S., the Governor may not approve a proposed amendment until 14 days after receipt. Therefore, the minimum time it will take for the Governor's approval, following notification is 14 days. The 14-day clock begins when EOG receives the amendment package and puts the package in a status of "on consultation."

Work Program Development and Operations Office notify:

- Chairmen of both legislative appropriations committees
- Chairmen of both legislative transportation committees

District Work Program Offices notify:

- Each legislator who represents a district/turnpike enterprise affected by the proposed amendment
- Each metropolitan planning organization (MPO) affected by the proposed amendment
- Each local government affected by the proposed amendment

The Work Program Development and Operations Office will notify the districts when their amendments are submitted to the EOG. The districts may forward this notification to their legislators, affected MPOs and affected local governments.

Within 14 days of notification, the Senate President or House Speaker may object in writing to the proposed amendment. If this occurs, the Governor shall disapprove the proposed amendment.

## **D. FLORIDA SEAPORT TRANSPORTATION AND ECONOMIC DEVELOPMENT COUNCIL**

Submit Florida Seaport Transportation and Economic Development Council (FSTED) work program amendments (Section [311.09\(09\)](#) F.S.), to the EOG within 10 days after either the FSTED's request is received by the department or the effective date of the amendment, termination, or closure of the applicable funding agreement between the department and the affected seaport, as required to release the funds from the existing commitments – whichever is the later of the two dates.

Transfers of budget relating to any FSTED work program amendment cannot occur until after the work program amendment is approved by EOG.

## **E. BUDGET AMENDMENTS AND THE LEGISLATIVE BUDGET COMMISSION**

In accordance with Section [216.181](#) F.S., the department may request a budget adjustment through the EOG and approved by the Governor and the Legislative Budget Commission (LBC). Budget amendments are required to:

- Realign budget within the fiscal year (between entities, appropriation categories, or both)
- Roll forward budget (from one fiscal year to the next)
- To increase approved level of budget (limited circumstances)

Budget amendments require the standard EOG Budget Amendment Processing System (BAPS) amendment form. The form must be completed with all the appropriate signatures, and project detail pages. The signed amendment forms are not subject to the notification process normally required for EOG work program amendments. EOG uses budget amendments to assess impacts to the associated work program. For further information on the budget process, see the Budget Office SharePoint site at the following link: [Work Program – Budget](#).

## **F. PROCESSING WORK PROGRAM AMENDMENTS**

### **1. CREATING AN AMENDMENT**

- Submit amendments to central office within 30 days of proposal.
- Write the justification in plain English. Amendment form justification is derived from the Amendment Definition (WP24) screen under comments. If an outside agency requests a deferral or deletion, include a copy of the request in the submittal package.
  - Include in the justification:
    - **what** is being done?
    - **why** is it being done? Also provide reason(s) why the project was not included in the adopted work program and why it must be added now versus the normal tentative work program development cycle
    - **where** the budget is coming from?
    - **who** requested the amendment? Provide the name of the local government (county, city, MPO, etc.). Do NOT use specific names of people.

### **2. STATUS DESIGNATIONS**

EOG amendments require the following status designations in WPA:

- Status 01-03: District creates, prints and submits the amendment(s) to central office.
  - Prior to submittal to central office, districts must ensure:
    - Signature of the district secretary or his/her delegate
    - Note: It is strongly recommended that the district representative (rep) in the Work Program Development and Operations Office review the proposed amendment prior to obtaining the district secretary's signature to avoid having him or her resign it if corrections are needed.
    - Proposed action is checked
  - Check consistency of the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP). See STIP and TIPs section of Part IV, Federal Overview of these instructions for further information.
    - Signature of the contact person
    - An accurate budget summary for Adds or Advances only. Lack of summary will result in rejection for corrections.

Note: When preparing multiple amendments from the same budget category, print each amendment form immediately after placing a project in amended status, so the budget summary section clearly shows the change in available budget. Otherwise the budget summaries will be identical, and the development of the budget amounts will be difficult to explain to the EOG. Amendments received without separate budget summaries will be rejected for corrections.

- Applicable supporting documentation:
  - Responses received from affected counties, municipalities and MPOs on deferrals or deletions of construction phases on capacity projects.
  - Statement that no responses were received (See Work Program Amendment Notifications section above)
  - Letters from outside agencies requesting deferrals, deletions or termination agreements for deletions when a letter is not available
- Status 04: Received by central office (OWPB).
  - District reps and/or the work program manager will review amendments prior to packaging.
  - Once packaged, the work program manager will review package for approval.
  - A typical package contains at least four or five amendments; therefore, some amendments are held until there are enough for a package.
- Status 05-06: Sent to and approved by the Budget Office. This step may be skipped if a budget amendment is not required.
- Status 07-08: Sent to and approved by the comptroller or deputy comptroller verifying amendments are balanced to cash flow.
- Status 09-10: Work program amendment package sent to and approved by the director of OWPB. A form is then generated reflecting approval by the manager of work program development and operations, the budget officer (if a budget amendment is required), the comptroller and the director of OWPB.
- Status 11: Work program amendment package sent to the EOG, Legislature, MPO and local government entities.
- Status 12: Amendments approved by the EOG after a minimum of 14 days (required by Florida Statute).

The following are alternate statuses that may be used in WPA:

- Status 13: Amendment is rejected by EOG.
- Status 14: Amendment is being cancelled after submission. It is determined that the amendment will no longer be pursued.
- Status 15: It is decided that the amendment process should be stopped. This is used when there is a possibility that the amendment may be resubmitted at a later time.

## **G. CLARIFICATIONS FOR DETERMINING WHEN A WORK PROGRAM AMENDMENT IS REQUIRED**

Because of the complex, dynamic nature of the work program, the provisions within Section [339.135](#) F.S., cannot address every situation. Assessments must be made as to the applicability of statutory provisions pertaining to amending the adopted work program. With concurrence from the EOG and legislative staff, the department makes the following assumptions when applying statutory provisions.



- When statutory provisions refer to "deleting any project or project phase costing over \$163,000" or "adding a project estimated to cost over \$543,000," this refers to only primary phases for the highway and bridge components (Statutory provisions apply to all phases of public transportation projects). Primary phases mostly include contract phases for planning, preliminary engineering, right of way land acquisition, environmental consultants/contracts and construction. **Planning and preliminary engineering in-house phases programmed on an item without consultants are primary phases. These require work program amendments consistent with the statutory provision referenced above.** In addition, payments to local governments (phase x8) are considered primary if there is not an existing primary phase for the phase group. When the addition or deletion of support phases to existing primary phases do not alter the scope or timing of primary phases, no amendment is required. In-house phases are considered support phases except as noted above.
- The following table itemizes those support phases to which this assumption refers:

Primary Phase	Support Phase
12- Planning Consultant/Contractor	11 - In-House
14 - Planning Grant	11 - In-House
22 - PD&E Consultant/Contractor	21 - In-House
32 - Preliminary Engineering Consultant	31 - In-House
38 - PE Other Agency	
43 - Right of Way Purchase	41 - In-House
48 – Right of Way Other Agency	42 - Consultant/Contractor 4B - Service Contract 45 - Right of Way Relocate 46 - Right of Way Utility
52 - Construction Contractor	61 - In-house
58 - Construction Other Agency	53 - Construction Purchase 56 - Utility 57 - Railroad 5A - Contract Incentive 62 - Consultant/Contractor C8 - Environmental Other Agency
54 - Construction Grant	
72 - Maintenance Consultant/Contractor	71 - In-House
78 - Maintenance Other Agency	71 - In-House
7B - Maintenance Service Contract	71 - In-House
82 - Operations Consultant/Contractor	81 - In-House
84 - Operations Grant	81 - In-House
88 - Operations Other Agency	81 - In-House
93 - Capital Purchase	
94 - Capital Grant	
B2 - Research Consultant/Contractor	B1 - In-House
B4 - Research Grant	B1 - In-House
C2 - Environmental Consultant/Contractor	C1 - In-House
C4 - Environmental Grant	C1 - In-House

All support phases are considered primary phases if there is not a primary phase.

- The general assumption is that any change to the adopted work program, which is essentially transparent to the public, should not be subject to the statutory provisions. For example, a preliminary engineering phase is programmed as in-house, but, in order to balance workloads, a proposal is made to contract this work with consultants. This change has no effect on project scope or the timing of when this work is to be accomplished. Therefore, this is not the type of change subject to the statutory provisions for amendments. This same logic applies to merging or splitting projects when the overall scope of work does not change.
- Adjustments to box items (targets, reserves or contingency) with contract class 8 do not require work program amendments. Box adjustments should be internal office changes only. No commitments are made against boxes.

- The following table provides additional descriptions of specific situations encountered in managing the adopted work program that need clarification relative to the work program/budget amendment process. Determination of the applicability of statutes to these situations is based upon the assumptions listed above.

Situation	WP Amendment requiring EOG approval	Statutory notifications required	Budget Amendment required	Comments
Proposal to advance or defer a right of way, construction, FLP over \$1,629,000 or a PE or construction, engineering and inspection (CEI) (primary) consultant phase over \$543,000.	Yes.	Yes.	Yes, if advancing a project or phase and budget is not available.	
Proposal to add or delete a support phase to an existing primary phase, regardless of the dollar value of the support phase.  Proposal to delete a support phase that does not have an associated primary phase costing over \$163,000.  Proposal to defer a support phase over \$543,000 that does not have an associated primary phase.	No.  Yes.  Yes.	N/A.  Yes.  Yes.	No, if a box item in the same budget category can be reduced for the amount of budget needed.  Yes, if the budget is to be taken from another budget category.	Support phases that traditionally accompany primary phases (PE, right of way, and construction) do not require EOG amendments. This applies to both additions and deletions of support phases, <u>as long as these actions do not adversely affect the accomplishment of the work specified in the primary phase.</u>
Proposal to reduce a phase 52 by a certain amount, then add a new item number & phase 52 in the same amount as the reduction. Scope of work and limits for the sum of both phase 52s remain the same as the original phase 52.	No. Viewed as technical adjustment to split the project into two parts. The same applies to all primary phases.	N/A.	No, if the total amount of budget used and the category used remain the same.	Total scope of work has not changed. This type of change is transparent to parties outside the department. The work will be accomplished regardless of how the project is technically programmed.
Proposal to merge (delete) an existing phase 52 into another phase 52 on another item number. The combined scope and limits for the remaining phase remains the same as the sum of the two original phase 52s.	No. Viewed as technical correction to accomplish the work in a more efficient manner. The same applies to all primary phases.	N/A	No. Total amount of budget used and the category used is the same either way.	Total scope of work has not changed. This type of change is transparent to parties outside the department. The work will be accomplished regardless of how the project is technically programmed.
Proposal to change from in-house to consultant and vice versa.	No. This is viewed as a technical adjustment to balance the workload of in-house forces. The same applies to right of way in-house, operations/consultant and CEI phases.	N/A.	No, if going from a consultant category to an in-house category.  No, if going from an in-house category to a consultant budget category, and budget is available from a box item in that same consultant category.	Total scope of work has not changed. This type of change is transparent to parties outside the department. The work will still be accomplished whether performed by in-house forces or by consultants. This also applies to proposals that go from in-house or consultant to a phase 38 where a local government will do the PE work.

Situation	WP Amendment requiring EOG approval	Statutory notifications required	Budget Amendment required	Comments
Proposal to split out (create) a new item number and phase from an existing "program" box. (Example: Seaports Program where a statewide box is programmed until such time as individual projects can be identified).	Yes, if over \$543,000.	Yes, if over \$543,000.	No.	This applies to all programs where box items are programmed until such time as individual projects are identified.
Proposal to add a current year phase to a prior year project.	No.	N/A.	No, if a box item in the same budget category can be reduced for the amount of budget needed.  Yes, if the budget is to be taken from another budget category.	Total scope of work has not changed. This type of change is transparent to parties outside the department. The work will be accomplished regardless of how the project is technically programmed. The phase added must be same phase as prior year phase.
Proposal to add, delete, defer, or advance a fixed capital outlay (FCO) project.	N/A.	N/A.	Yes, if increasing or decreasing an existing FCO appropriation category.	Work program amendments are not required on DOT FCO facilities.
Proposal to delete a support phase in current year with primary phase adopted in next year.	No.	No.	No.	
Proposal to delete prior year phase.	Yes, if primary phase costing over \$163,000.	Yes.	No.	
Fund loans between districts.	Yes, if loan is in current year.	Yes, if loan is in current year.	Yes, if budget crosses appropriation categories.  No, if budget stays in the same category.	

## H. EMERGENCY SITUATIONS

If an emergency situation exists where, as a result of the 14-day period for required notifications, it would be detrimental to the interests of the state to comply with the statutory work program amendment provisions, the Secretary may request a waiver of the notification period. Section [339.135\(7\)\(g\)](#) F.S., provides detailed language on the procedure that must be followed. An amendment will be needed if the item meets the amendment criteria as discussed above, within three days after the emergency.

## I. CHANGES TO THE TENTATIVE WORK PROGRAM

When the tentative work program is completed, it is submitted to the EOG, the Legislature, and the Florida Transportation Commission. This program represents what the department plans to do for the next 5 fiscal years. No changes should be made to this program unless absolutely necessary.

**In the event a change is absolutely necessary, it must be submitted to the Work Program Development and Operations Office for review and approval.** Change is defined as any action that affects the budget, adds or deletes a project/phase(s), or advances/defers a project/phase(s). If the budget will be impacted in the first year of the tentative work program, a work program amendment is required, regardless of the work program amendment thresholds. These amendments will be processed the same as current year work program amendments. If a change is approved, a work program amendment must be manually prepared with all applicable parties notified. Amendments are required for **any** year of the tentative work program. The changes must be made in the tentative (G1) file.

When estimate changes are required, it is necessary to update the file and keep the program current. In these cases, a boxed item must be reduced to keep the funds and budget balanced. Amendments are not required for estimate changes (as long as an equal offset is made to an existing box).

## **J. REFERENCES**

Section [339.135\(7\)](#), F.S.

Procedure [340-000-001](#), Legislative Budget Preparation, Allocation and Administration

Section [311.09\(09\)](#), F.S.

**PART III - CHAPTER 4: ARTERIAL HIGHWAY  
CONSTRUCTION**

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## **PART III - CHAPTER 4: ARTERIAL HIGHWAY CONSTRUCTION**

### **A. OVERVIEW**

Projects in the arterial highway appropriation category add capacity, improve highway geometry, provide grade separations, and improve turning movements through signalization improvements and storage capacity within turn lanes and other enhancements not on the state highway system.

### **B. REGIONALLY SIGNIFICANT TRANSPORTATION FACILITIES**

A key element of the Florida Department of Transportation's (department's) investment policy (see Part II, Investment Policy of these instructions) is increasing the department's emphasis on regional travel. Projects on regionally significant facilities should have a higher priority for state funding than facilities that primarily serve local travel. It is expected that districts, metropolitan planning organizations (MPOs) and local government partners will also place high priority on some projects that, while not on regionally significant facilities, represent sound business decisions.

In the development of the district work program and use of funds allocated to the districts, the districts shall give priority to regionally significant facilities when programming project priorities identified by MPOs or counties in areas not represented by MPOs. In determining those facilities that are regionally significant, the following guidance shall be used (This would include both SIS and other arterial projects).

- Regionally significant transportation facilities include:
  - Regional transportation corridors such as highway, waterway, rail, and regional transit corridors serving major regional commercial, industrial or medical facilities.
  - Regional transportation hubs such as passenger terminals (e.g., commuter rail, light rail, intercity transit, intermodal transfer centers, etc.), commercial service and major reliever airports, deepwater and special generator seaports, and major regional freight terminals and distribution centers.
- All facilities on the SIS and emerging SIS are regionally significant. Other regionally significant facilities serve as an integral part of an interconnected regional network and exhibit one or more of the following characteristics:
  - The facility connects to the SIS, including emerging SIS facilities
  - The facility crosses county boundaries and planned capacity improvements require the coordination of jurisdictions in multiple counties
  - The facility serves as a hurricane evacuation route that traverses more than one county
  - The facility or service is used by a significant number of people who live or work outside the county in which the facility or service is located
  - The facility or service is a fixed guideway transit facility that offers a significant alternative to regional highway travel
  - The facility has logical termini that connect to the SIS or emerging SIS, or to a regionally significant facility within the region or in an adjacent region
  - The facility is on the strategic highway network (STRAHNET) or the strategic rail corridor network (STRACNET), or is a connector between a military installation and the STRAHNET or STRACNET, as designated by the U.S. Department of Defense and the Federal Highway Administration

- Nothing contained in this guidance should be construed to automatically result in a determination that a roadway is regionally significant simply because it is a component of the State Highway System. The districts shall give full consideration to regionally significant transportation facilities identified in a regional long-range transportation plan adopted by two or more contiguous MPOs.

## **C. PROGRAMMING GUIDELINES**

To program a project in the arterial highway construction appropriation category refer to the program plan crosswalk for acceptable system/phase/fund combinations.

To access the program plan/work program/budget crosswalk, use the following link:

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>





**PART III - CHAPTER 5: BRIDGE REPAIR & REPLACEMENT**

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**PART III - CHAPTER 5: BRIDGE REPAIR & REPLACEMENT****A. OVERVIEW**

The state bridge program is governed in part by statutes designed to preserve Florida's existing transportation infrastructure. With this in mind, certain goals are set forth in [334.046\(4\)\(a\)\(2\)](#) delineating preservation standards for those bridges both on and off the State Highway System (SHS), as well as those bridges on and off the Federal Highway System (FHS). The bridge program includes construction of a new bridge as a replacement for a pre-existing deficient structure and the repair and rehabilitation of existing bridges. The addition of any new replacement projects are approved by the executive leadership team. The statewide bridge program manager is responsible for approving any funding changes to replacement projects funded with statewide funds. This is necessary to ensure the program remains balanced and addresses the highest priority bridge need. Structurally sound bridges, which are to be widened or replaced to address highway capacity issues or raised to meet clearance requirements, or new bridge construction on new alignments are to be programmed using other statewide or district allocated funds. Maintenance of bridges is included in the district maintenance program. Instructions for bridge inspection and maintenance programming can be found in the Maintenance chapter of these instructions.

When programming projects for either repair or replacement, regardless of funding, input the applicable roadway identification (ID), beginning and ending mile points, roadway side, and lane information on the Item Segment Location-Road (WP07) screen. Then select the bridges included within the project limits on the Item Segment Location - Bridge (WP10) screen. For further instruction, see the Location Information for Roadways and Bridges chapter of these instructions.

**B. DEFINITIONS**

- Bridge - A structure, including supports, built over a depression or an obstruction, such as water, highway, or railway, and having a track or passageway for carrying traffic or other moving loads, and having an opening measured along the center of the roadway of 6.1 meters (20 feet) or more between undercopings of abutments, spring lines of arches, or extreme ends of multiple pipe or box culverts.
- Bridge Culvert - A culvert that meets the definition of a bridge.
- Construction - The erection of a new structure at a general location where no previous structure exists.
- Culvert - A type of structure that conveys water or forms a passageway through an embankment.
- Maintenance - The preservation and upkeep of a structure, including all its appurtenances, in its original condition (or as subsequently improved). Maintenance includes any activity intended to "maintain" an existing condition or to prevent deterioration. Examples include: cleaning, lubricating, painting, and application of protective systems.
- Periodic Maintenance - The activities that are large in scope and require a major work effort to restore deteriorated elements or components of the bridge to a satisfactory and serviceable condition.
- Routine Maintenance - The minor repair and preventative maintenance activities necessary to maintain a satisfactory and efficient structure.
- Repair - The restoration of a structure, including all its appurtenances, to its original condition (or as subsequently improved) insofar as practicable. Repair includes any activity intended to correct the effects of material deterioration by restoring or replacing in-kind any damaged member.
- Rehabilitation - The improvement or betterment of a structure, including all its appurtenances, to a condition which meets or exceeds current design standards. Examples of rehabilitation include:

widening a bridge to meet lane/shoulder width requirements, raising a bridge to meet clearance requirements, replacement of substandard bridge rails, strengthening a bridge to increase load carrying capacity to accepted limits, replacement of deck, rehabilitation of deck, and rehabilitation of superstructure. Only the last four actions are valid bridge rehabilitation program projects. Bridge widening, raising, and bridge railing replacement do not qualify for use of any bridge program funds, and must be funded from other programs.

- Replacement - The erection of a new structure at or near an existing structure, with the new structure intended to receive the service loads from the existing structure which is eventually abandoned, relocated, or demolished.

## **C. BRIDGE REPLACEMENT**

### **1. OVERVIEW**

The bridge replacement program is a statewide program managed by the Work Program Development and Operations Office. Bridge replacement projects are identified through a review process conducted by the State Maintenance Office (SMO). This review includes input from the districts and resulting projects are presented to the executive leadership team for approval. Bridges programmed for replacement should originate from the Bridge Work Plan developed annually by SMO unless approved by exception. They are identified by one of the following qualifying definitions.

- Strength replacement - Structurally deficient bridges or bridges posted for weight restriction
- Economy replacement - Bridges requiring structural repair but which are more cost effective to replace

The statewide bridge replacement program is comprised of four sub-programs as follows:

- On-SHS/On-FHS – Replacement of bridges on the SHS and on the FHS (transportation systems 01 through 04, see Appendix D for specifics)
- On-SHS/off-FHS – Replacement of bridges on the SHS and off the FHS (transportation system 01 through 04)
- Off-SHS/On-FHS – Replacement of bridges off the SHS, but on the FHS (transportation system 06)
- Off-SHS/Off-FHS – Replacement of bridges off the SHS and off the FHS (transportation system 16)

The federal aid bridge program funds (NHBR, ACBR, BRTZ, ACBZ) are allocated for statewide bridge program priorities. Any public bridge that has been inventoried and inspected in accordance with the National Bridge Inspection Standards (NBIS), and meets the minimum qualifying criteria established by the Federal Highway Administration (FHWA), is qualified for replacement funding.

Department policy for funding bridge replacements:

- Bridges on the SHS and on the FHS - Projects will be funded using state, federal and/or bond funds. Strength (Structurally deficient) replacement bridges will be programmed for construction within six (6) years of deficiency identification. Economy replacement bridges will be programmed for construction within nine (9) years of deficiency identification.
- Bridges on the SHS and off the FHS – Projects will be funded using state and/or bond funds. Strength (Structurally deficient) replacement bridges will be programmed for construction within six (6) years of deficiency identification. Economy replacement bridges will be programmed for construction within nine (9) years of deficiency identification.

- Bridges off the SHS and on the FHS – Projects will be funded using federal and/or local funds.
  - Up to \$15 million in federal funds are set-aside annually for replacement and rehabilitation projects which have been prioritized for funding on the statewide local bridge replacement ranking formula listing. Below are the policies for use of the \$15 million set-aside.
    - Bridges in Rural Areas of Opportunity or in counties eligible for SCOP or SCRAP will be funded 100% from the set-aside with no match required. Note: Once a programmed project is eligible it will remain eligible.
    - For bridges that do not qualify for the above funding, all phases (excluding in-house phases) are to be split 75% Federal (from the set-aside) and 25% owner up to a total cost of \$5 million (limiting federal participation on each bridge to \$3.75 million). This limitation excludes in-house phases. If a design phase is programmed 100% owner, the amount above 25% will be credited towards their match required for the other phases.
- Example – Off-SHS and On-FHS: To program a bridge that is not qualified for 100% federal funding and the work is done by the department, use transportation system 06 - Non-Intrastate Off State Highway/On Federal Highway System, fund code 75% ACBR and 25% LF on all phases except in-house, and the appropriate construction phase with program number 03. All other phases will follow normal programming conventions.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	03	ACBR	\$750,000	1	20XX
52	01	03	LF	\$250,000	1	20XX

- Bridges on toll roads do not qualify for funding under this program.
- Exception requests may be directed to the Chief Engineer for consideration by the Secretary.
- Other district managed federal funds may be used to fund bridges which are not funded with the \$15 million set-aside with the approval from Work Program Development and Operations Office.
- Bridges off the SHS and off FHS - [Title 23 United States Code, Section 133](#), requires an amount not less than fifteen percent of the State’s FY 2009 Highway Bridge Program apportionment be set-aside. These funds are allocated on a statewide basis using the ACBZ/BRTZ fund code. First priority for funds will be bridge inspection programs. The department will use any remaining funds for replacement and rehabilitation projects prioritized for funding on the statewide local bridge replacement ranking formula listing.
  - Below are the policies for use of the federal funds which are set-aside for this purpose.
    - Bridges in Rural Areas of Opportunity or in counties eligible for SCOP or SCRAP will be funded 100% from the set-aside with no match required. Note: Once a programmed project is eligible it will remain eligible.
    - For bridges that do not qualify for the above funding, all phases (excluding in-house phases) are to be split 75% Federal (from the set-aside) and 25% owner up to a total cost of \$5 million (limiting federal participation on each bridge to \$3.75 million). This limitation excludes in-house phases. If a design phase is programmed 100% owner, the amount above 25% will be credited towards their match required for the other phases
- Example – Off-SHS and off-FHS: To program a bridge that is not qualified for 100% federal funding and the work is done by the local, use transportation system 16 - Non-Intrastate Off State Highway/Off Federal Highway System, fund code 75% ACBZ and 25% LF on all phases except in-house, and the appropriate construction phase with program number 03. All other phases will follow normal programming conventions.

## Work Program Instructions

### Tentative Work Program – FY 19/20 – 23/24

September 12, 2018

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
58	01	03	ACBZ	\$750,000	1	20XX
58	01	03	LF	\$250,000	4	20XX

- Bridges on toll roads do not qualify for funding under this program.
- Exception requests may be directed to the Chief Engineer for consideration by the Secretary.
- Other district managed federal funds may be used to fund bridges which are not funded with the set-aside with the approval from Work Program Development and Operations Office. However, this would be an extreme circumstance and the district should be prepared to explain why district managed federal funds are being used to cover what should be the responsibility of the local government which owns the bridge.

## 2. PROGRAMMING GUIDELINES

- State fund use: The following statewide funds may be used for replacement. Use of these funds must be approved by the Office of Work Program and Budget. These funds may be used on all phases except in-house. In-house phases on state funded (BRP or BNBR) projects must be funded with DIH.
  - BRP – State funds used for on the SHS for bridge replacement
  - BNBR – State bond funds used for on the SHS for bridge replacement
- Federal fund use: The following federal funds may be used for replacement.
  - ACBZ and BRTZ – Federal funds used for off the SHS and off the FHS for bridge replacement
  - ACBR and NHBR – Federal funds used for on or off the SHS for bridge replacement
  - Note: Based on FHWA Guidelines, only the existing structure (structure to be replaced) is required to be a “qualified structure” in accordance with FHWA definitions. The replacement structure is not required to be a “qualified structure”. If a qualified bridge structure is replaced with a non-qualifying structure, the new structure will no longer qualify for federal bridge replacement funds.

(For further information see Part IV Federal Aid Programs section of these instructions.)

- Turnpike fund use: The turnpike bridge program includes the replacement of bridges on the Turnpike Enterprise System.

PKYI and PKYR – Turnpike funds used for replacement

- Phase and program numbers: When programming construction, use appropriate construction phase and program number 03 (Bridge Replacement) for construction. All other phases will follow normal programming conventions.
- Work mix:
  - 0020 Bridge - New Bridge Construction
  - 0022 Bridge – Replacement
  - 0023 Bridge – Replace and Add Lanes
  - 0427 Replace or Widen Bridge Culvert

Refer to Appendix D of these Instructions for additional work mixes.

- Example - On-SHS and On-FHS: To program replacement of a US 27 bridge, use transportation system 03 – Intrastate State Highway, the appropriate fund code and the appropriate construction phase with program number 03. All other phases will follow normal programming conventions.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	03	ACBR	\$1,500,000	1	20XX
62	01	00	ACBR	\$100,000	1	20XX

- Example – Off-SHS and off-FHS: To program a bridge located on Jane Doe Blvd., use transportation system 16 - Non-Intrastate Off State Highway/Off Federal Highway System, the fund code ACBZ, and the appropriate construction phase with program number 03. All other phases will follow normal programming conventions.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	03	ACBZ	\$1,500,000	1	20XX
62	01	00	ACBZ	\$100,000	1	20XX

## **D. BRIDGE REPAIR AND REHABILITATION**

### **1. OVERVIEW**

The bridge repair and rehabilitation program managed by the district addresses routine maintenance, periodic maintenance and specified rehabilitation work activities on bridge and ancillary structures for which the department has maintenance responsibilities. Projects under the bridge repair program should reflect the district's most critical needs that can be production ready for letting within the funded year. Repair and rehabilitation to off system bridges is primarily the responsibility of the local government. Exceptions to this may be considered on a case by case basis. Exceptions must be submitted through SMO and Office of Work Program and Budget for fund use approval.

Bridge repair funds (BRRP) are used for rehabilitation and periodic maintenance. Maintenance funds are used for routine maintenance.

### **2. BRIDGE REPAIR OPERATING POLICIES AND QUALIFYING DEFINITIONS**

Deficient bridges or ancillary structures needing repair should originate from the annual Bridge Work Plan developed by SMO with input from the districts and which is published in early April of each year. They are identified by one of the following qualifying definitions.

- Rehabilitation – To rebuild a bridge to current design standards. Activities include: strengthening a bridge to increase its load carrying capacity, deck replacement, deck rehabilitation, or superstructure rehabilitation.
- Periodic Maintenance - To restore bridge or ancillary structure to original condition. Activities include: moveable rebuild, deck major repair, superstructure major repair, paint system replacement, deck joint replacement, deck overlay, scour countermeasures, or fender repair/replacement.
- Routine Maintenance – Maintenance and repair activities that are prescheduled. Activities include: deck joint maintenance and repair, deck maintenance and repair, railing maintenance and repair, superstructure maintenance and repair, substructure maintenance and repair, channel maintenance and repair, electrical maintenance and repair, mechanical maintenance and repair, or movable structural maintenance and repair.

**3. PROGRAMMING GUIDELINES**

- The highest priority repair/rehabilitation projects, as listed on the Bridge Work Plan, should be programmed within the first two years of the work program. Priorities are determined by the district Bridge Maintenance Office.
- Program for construction in the last three years of the work program, if determined necessary by the district Bridge Maintenance Office.
- Contingency boxes should be programmed to the required level after programming the highest priority repair/rehabilitation projects within the five years of the work program. Any remaining funds should be programmed in reserve boxes.
- Projects not funded for construction (candidate projects) should not be programmed earlier than the third year of the tentative work program.
- Program for construction all structurally deficient bridges needing repair within six years of deficiency identification.
- Annually monitor the trend for number of bridges identified as needing repair to determine adequacy of funding.
- The project description of all bridge repair projects entered into the Financial Management (FM) system shall be maintained by the district to contain an accurate list of all bridges that have been or will be receiving work under the project number. The district maintenance office shall ensure the entry of all bridge identification numbers into the FM system is accomplished within 30 days of assigning the bridge to the particular project.
- Repair/rehabilitation performed on a toll bridge is to be accomplished using funds normally distributed by need. These funds (DSBx) will come from offsets to district allocated funds (BRRP). See Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more detail about programming DSBx funds.
  - Fund codes: BRRP funds are designated as the primary source of funds for periodic maintenance and rehabilitation. The funds are allocated to each district based on factors quantifying their portion of the total state bridge inventory. These factors include each district's inventory of movable bridges, fender systems, tonnage of structural steel for painting, and the district's total quantity of deck area for bridges with a national bridge inventory (NBI) overall structural appraisal rating of 6 or less. These funds are programmed and managed by each district.

BRRP funds are not allocated to the turnpike enterprise. The turnpike bridge program includes the repair of bridges on the turnpike system which are funded by turnpike funds (PKYI and PKYR).

BRRP funds should not be used for routine maintenance work. This work should be programmed using routine maintenance program funds. The use of BRRP funds is intended for preventative maintenance work and structural repairs that generally require multi-phase planning such as preliminary engineering and preparation of design plans. Other uses may be allowed with written approval from SMO. Work is generally performed by consultant contract. BRRP funds may be used only on bridge repair projects, not on replacement. With prior approval from the central office engineer of structure maintenance, BRRP funds may be used for minor widening that is incidental to a structural repair project.

- Phase and Program numbers: When programming construction, use appropriate construction phase and program number 04 - Bridge Repair for construction. On other phases, follow normal programming conventions. Bridge inspection and maintenance instructions are contained in the Maintenance chapter of these instructions.

- Work Mix:
  - 0025 Rehabilitate and Add Lanes
  - 0315 Fender Work
  - 0429 Bridge Rehabilitation
  - 0925 Bridge Painting

Refer to Appendix D of these instructions for additional work mixes.

When work mix 0429 - Bridge Rehabilitation is used, a description of the scope of the rehabilitation should be added to the Item Segment Definition (WP01) screen comment field in the Work Program Administration system (WPA). The scope of work description could follow this format: ACTION (e.g. clean, protect/maintain, repair/restore, rehab/improve, replace), followed by MATERIAL (e.g. timber, concrete, steel), followed by ELEMENT (e.g. compression seal, slab, beam, piling), followed by COMPONENT (i.e. joint, deck, railing, superstructure, substructure, waterway, electrical, or mechanical).

- Example: To program the painting of a US 27 bridge, use transportation system 03 – Intrastate State Highway, work mix 0925, the fund code BRRP, and the appropriate construction phase with program number 04. All other phases will follow normal programming conventions.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	04	BRRP	\$1,500,000	1	20XX
62	01	00	BRRP	\$100,000	1	20XX

## **E. EMERGENCY REPAIRS**

### **1. OVERVIEW**

The statewide bridge repair program is used for emergency structural repairs to bridges and overhead sign structures damaged by impacting marine or vehicular traffic. Since these projects cannot be identified in advance, they will be programmed as necessary.

- To initiate an emergency repair project, the district bridge inspection office must submit an “Alert” form to SMO in conformance with the following:
  - Procedure [850-005-001](#), Reporting Incidents and Management of Damage Repair
  - Emergency Structures Repair RBRP Budget
- Upon approval by SMO, the district work program office will then enter the bridge project as a candidate item in the WPA.
- SMO, in cooperation with the department’s Office of General Counsel, prepares a declaration of emergency for approval by the Secretary. SMO provides an approved copy of the declaration of emergency to the Work Program Development and Operations Office.
- The Work Program Development and Operations Office will then adopt the work program item and advise the district of the adoption.
- SMO will coordinate with the district work program office for funds approval and associated budget allotment transfer forms.



- Pursuant to requirements of Section [339.135 \(7\)\(e\)](#), F.S., the district must prepare a work program amendment if the amendment thresholds are exceeded. This amendment must be received in central office no later than three working days following the declaration of emergency.

**2. PROGRAMMING GUIDELINES**

- Fund codes: Use fund code RBRP for all emergency bridge projects, except for turnpike enterprise projects. The Turnpike Enterprise will use Turnpike funds for emergency repairs.
- Contract Class: Use Contract Class 4 for emergency bridge repair projects.
- Phases: When programming construction, use the appropriate emergency construction phase for the type of work being accomplished with the program number 44 (Emergency Repair). All other phases will follow normal programming conventions.
- Emergency event code: The appropriate emergency event code must be entered in the WP01 screen for all emergency repair projects. See Emergency Event List (WP64) screen for list of emergency event codes.
- Example: To program an emergency bridge repair on any department maintained bridge, use the transportation system appropriate for the roadway, the fund code RBRP and the appropriate emergency construction phase with program number 44. All other phases will follow normal programming conventions.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
H2	01	44	RBRP	\$800,000	1	20XX

**F. REFERENCES**

[Title 23 U.S.C. Section 144](#)



**PART III - CHAPTER 6: CONSTRUCTION ENGINEERING AND INSPECTION**

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# **PART III - CHAPTER 6: CONSTRUCTION ENGINEERING AND INSPECTION**

## **A. OVERVIEW**

The construction engineering and inspection (CEI) program includes the activities and resources required to review and inspect highway and bridge construction projects. Inspection of these projects includes review of plans, specifications and working drawings; control of materials used and review of material testing reports; supervision of utility relocation; supervision of contract subletting; control of contract time and time extensions; and maintenance of a project diary. The Florida Department of Transportation utilizes Consultant CEI services on all construction projects using in-house Project Administrators or Project Managers in charge of the construction.

Post design occurs during construction where the engineer-of-record will modify, add, delete or change the original plan to meet field conditions or address construction changes requested by the contractor. It is programmed on a construction inspection engineering phase.

## **B. PROGRAMMING GUIDELINES**

### **1. CONSTRUCTION ENGINEERING INSPECTION**

- Use phase 62, program number 00 for consultant construction engineering inspection.
- Phase 62 consultants should be programmed based on estimates of project engineering requirements.
- Use phase 62 for the inspections from the Department of Management Services, Division of Building Construction. For further information, see Procedure [425-020-001](#), Building Code Compliance.
- When CEI consultants are required, program a sufficient amount on phase 61 for in-house construction management.
- Example: To program in-house and consultant CEI on a state funded project.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
61	01	00	DIH	\$1,000	1	20XX
62	01	00	DS	\$9,000	1	20XX

#### **a. On State Highway System**

- State-funded: In-house phases for state funded projects on the State Highway System (SHS) must be programmed with DIH, DSBX, PKXX funds, as appropriate. See Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more detail about programming DSBx funds.
- Example: To program in-house CEI on a state-funded project:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	06	DS	\$250,000	1	20XX
61	01	00	DIH	\$38,700	1	20XX
62	01	00	DS	\$34,830	1	20XX

- Federal-funded: In-house phases for projects on the SHS using federal funds may be programmed using DIH, DSBX or PKXX funds, but may also be programmed with any eligible federal fund. See Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more detail about programming DSBx funds.

- Example: To program CEI on a federal-funded project:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	06	SA	\$250,000	1	20XX
61	01	00	DIH	\$38,700	1	20XX
62	01	00	DS	\$34,830	1	20XX

**b. Off State Highway System**

- Phases for projects off the SHS must be programmed with any eligible federal fund.
- Example: To program CEI on a federal funded project:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	06	SA	\$250,000	1	20XX
61	01	00	SA	\$38,700	1	20XX
62	01	00	SA	\$34,830	1	20XX

- For further information see the Federal Aid Program chapters, of these instructions.

**c. CEI Programming Amount**

The table below provides a guide to help determine the amount to be programmed for CEI (combined in-house and Consultant) based on the amount programmed for construction.

<b>Contract Amount (thousands)</b>	<b>Percent</b>	<b>Contract Amount (thousands)</b>	<b>Percent</b>
1 to 99	21.90%	2500 to 4999	10.32%
100 to 249	17.73%	5000 to 9999	9.63%
250 to 499	15.48%	10000 to 14999	9.15%
500 to 999	13.10%	15000 to 24999	8.80%
1000 to 2499	11.35%	25000 and up	8.11%

**2. POST DESIGN**

- Per the Federal Highway Administration, post design is considered part of the construction phase. Therefore, even if the original design was not funded with federal funds, they will participate in post design services if the construction is funded with federal funds.
- Example: To program post design use phase 62 and program number 40.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
62	01	40	DS	\$10,000	1	20XX

**C. REFERENCE**

Procedure [425-020-001](#), Building Code Compliance



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## **PART III - CHAPTER 7: COUNTY INCENTIVE GRANT PROGRAM**

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## **PART III - CHAPTER 7: COUNTY INCENTIVE GRANT PROGRAM**

### **A. OVERVIEW**

The County Incentive Grant Program (CIGP) was created for the purpose of providing grants to counties to improve transportation facilities, including transit, which are located on the State Highway System (SHS) or which relieve traffic congestion on the SHS. Section [339.2817](#), Florida Statutes (F.S.), provides eligibility requirements for consideration by the Florida Department of Transportation (department). Projects that include the resurfacing and paving of local dirt roads are eligible for consideration if the CIGP funding application demonstrates how paving the dirt road relieves congestion on the SHS.

Each eligible project must be consistent to the maximum extent feasible with the Florida Transportation Plan, Metropolitan Planning Organization (MPO) Plan where applicable, and applicable local government comprehensive plans. Counties may submit projects that are not in the MPO Long Range Transportation Plan or applicable local government comprehensive plan; however, if selected, the MPO or local government plans must be amended, within six months, to include the approved CIGP project, and supporting documentation must be provided to the department.

The department will consider, but is not limited to, the following criteria for evaluation of projects for CIGP assistance:

- The extent to which the project will encourage, enhance, or create economic benefits.
- The likelihood that assistance would enable the project to proceed at an earlier date than the project could otherwise proceed.
- The extent to which assistance would foster innovative public-private partnerships and attract private debt or equity investment.
- The extent to which the project uses new technologies, including intelligent transportation systems, which enhance the efficiency of the project.
- The extent to which the project helps to maintain or protect the environment.
- The extent to which the project includes transportation benefits for improving intermodalism and safety.

A municipality may apply to the county in which the municipality is located for funding under the County Incentive Grant Program. The county is required to evaluate CIGP funding applications submitted by municipalities within its jurisdiction in accordance with Section [339.2817\(5\)](#), F.S. Municipal applications selected by the county for funding consideration will be evaluated by the department using the above referenced criteria which are applied to all projects funded under CIGP. Municipal projects selected by the department will require a three party agreement executed by the department, the county and the municipality.

### **1. FUND DISTRIBUTION**

Funds provided for this program shall be distributed to the districts via statutory formula.

The department shall provide 50 percent (%) of eligible costs for eligible projects. For the purposes of the match requirement for CIGP, a project is defined as any eligible phase or combination of phases proposed for funding. Rural counties qualifying under the Rural Economic Development Initiative (REDI) Program may apply for a waiver or reduction of the required 50% local match. To be eligible for a waiver or reduction of match requirements, a county or community must meet the statutory definition of rural (Section [288.0656\(2\)\(e\)](#), F.S.) and such county or community must have three or more of the economic distress conditions identified in Section [288.0656\(2\)\(c\)](#), F.S. Detailed definitions and additional information are set forth in the REDI chapter of the work program



instructions. Only that geographic portion of the project falling within the qualified rural area is eligible for the waiver.

Federal earmarks may not be used as the match for CIGP funds. However, federal earmarks may be used to arrive at the 'project cost' amount for determining the amount of CIGP funds that need to be used to fund the project. Federal earmarks are deducted from the total project costs to determine the project costs for matching purposes. In other words, the 50/50 split would be calculated based on the total project cost less the amount of the federal earmark.

Federal SU funds may be used as a match for the CIGP funds provided if it is for a Surface Transportation Block Grant Program (STBG) eligible project. Federal Transit Authority (FTA) funds may be used as a match for transit capital projects. Note: Using federal funds on a project managed by a county or city requires the project to meet all federal requirements, jurisdiction to be LAP certified, and the execution of a LAP Agreement with the department.

In-kind services or right of way that comprise integral parts of the project and contribute to its ultimate completion may be used as all or part of the local matching funds. A detailed report of the costs incurred as recorded in the cost accounting system must be provided to the district to substantiate the amount of in-kind services costs to be used as the county's share of participation. The department may conduct random audits of supporting documentation for in-kind services. The county shall provide documentation to the department to ensure the right of way is valued at the current market value and meets the programming guidelines for right of way in-kind match as outlined below.

At the discretion of the district secretary, the department may agree to participate in cost overruns on a project subject to availability of funds. However, the county is ultimately responsible for all cost overruns. If the county has been granted a match waiver, the department may cover the overrun or reduce the scope of work.

## **2. PROJECT SELECTION AND RANKING**

Projects to be included in this program are selected in order of rank from the most recent district rank-order listing to the extent that adequate funds are made available by appropriation. Projects selected shall be made part of the tentative work program.

## **3. PROJECT AGREEMENTS**

Subsequent to the district's selection of a project for inclusion in CIGP, a State-Funded Grant Agreement (SFGA) must be executed.

- The agreement shall specify the terms and conditions of state participation in the project. The project shall be programmed in accordance with the terms of the agreement.
- If the county has not executed the SFGA within six months after selection of the project, the district may make the funds available for the next highest-ranking project for which there are adequate funds.

## **B. PROGRAMMING GUIDELINES**

### **1. PROJECTS MANAGED BY A COUNTY**

#### **a. Program for the department's share of the program**

- Fund code: CIGP for the existing program
- Allocation type: 1
- Program number: 87

**b. Program for the local’s share of the program**

- Fund code: LFP
- Allocation type: 4
- Program number: 87

Example: To program a typical construction project managed by a county or city using CIGP and local funds.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
54	01	87	CIGP	\$500,000	1	20XX
54	01	87	LFP	\$500,000	4	20XX

Example: To program a typical construction project managed by a county or city using CIGP and SU funds use phase X8 and contract class 5.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
58	01	87	CIGP	\$500,000	1	20XX
58	01	87	SU	\$500,000	1	20XX

**2. PROJECTS MANAGED BY THE DEPARTMENT**

**a. Program for the department’s share of the program**

- Fund code: CIGP for the existing program
- Allocation type: 1
- Program number: 87

**b. Program for the local’s share of the program**

- Fund code: LFP
- Allocation type: 1
- Program number: 87

Example: To program a typical construction project managed by the department using CIGP funds and local funds.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	87	CIGP	\$500,000	1	20XX
52	01	87	LFP	\$500,000	1	20XX

Example: To program a typical construction project managed by the department using CIGP funds and SU funds.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	87	CIGP	\$500,000	1	20XX
52	01	87	SU	\$500,000	1	20XX

**3. PROGRAMMING PROJECTS OFF THE STATE HIGHWAY SYSTEM, ON A FEDERAL-AID HIGHWAY**

Federal-aid highway projects/off the State Highway System (SHS). For projects off the SHS but is an eligible federal-aid highway, the district/MPO may use federal SU funds or local funds for the required

match. **NOTE: Using federal funds on a project managed by a county or city requires the project to meet all federal requirements and the jurisdiction to be LAP certified.**

Example: To program a project managed by local government using CIGP funds and federal funds: Total estimated cost - \$1,000,000. An agency managed project is a contract class 5.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
58	01	87	CIGP	\$500,000	1	20XX
58	01	87	SU	\$500,000	1	20XX

Note: In the above example, federal SU funds are to be authorized at 100% in the Federal Aid Management System (FAMS). If there are any non-participating costs associated with project, local funds must be programmed to cover this.

Example: Programming (project managed by the department): Total estimated cost - \$1,000,000:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	87	CIGP	\$500,000	1	20XX
52	01	87	SU	\$500,000	1	20XX

Note: In the above example, the federal SU funds are to be authorized at 100% in FAMS. If there are any non-participating costs associated with the project, local funds must be programmed to cover this.

**4. PROGRAMMING AN IN-KIND MATCH**

In-kind match: In-kind services are goods, commodities, or services received in lieu of cash payments.

- Goods and commodities should be valued based on their current market value in accordance with generally accepted accounting standards as determined by the Office of the Comptroller. The value for land donated should be determined in accordance with guidelines established by the Office of Right of Way. (See the Right of Way chapter of these instructions).
- Property donated by local governments for right of way as the local share for a qualified project must comply with the requirements of the Federal Uniform Relocation Assistance implementing federal regulations, 49CFR, Part 24 and 23, Part 710, if federal funds will be used in any phase of the project. Other requirements for the acquisition of right of way should be determined in accordance with guidelines established by the Office of Right of Way.
- Departmental right of way acquisition procedures must be followed by the local governments on all CIGP funded projects located on the SHS regardless of the phase of work being funded through CIGP. Local governments may use their own right of way acquisition procedures for CIGP funded projects off the SHS unless federal funds are or will be used on the project. In that case, the local government must comply with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.
- The excess of an in-kind match valued in excess of the required match will not generally be applied towards another project. On a case by case basis, an exception may be made for project segments in another corridor that are part of an implementation plan for that corridor.
- The in-kind match must be used dollar for dollar to match CIGP funds.
- Use appropriate phase and transportation system.

Example: To program a project when using only local funds as the local match: A local government offers \$300,000 in right of way plus cash as required match for a \$500,000 CIGP project. The total cost of the project for matching purposes would be \$1,000,000 or \$500,000 each.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
43	01	87	LF	\$300,000	4	20XX
54	01	87	CIGP	\$500,000	1	20XX
54	01	87	LFP	\$200,000	4	20XX

Example: To program a project when using local funds and SU funds as the local match: A local government offers \$300,000 in right of way plus cash as required match for a \$500,000 CIGP project. The total cost of the project for matching purposes would be \$1,000,000 or \$500,000 each.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
43	01	87	LF	\$300,000	4	20XX
58	01	87	CIGP	\$500,000	1	20XX
58	01	87	SU	\$200,000	1	20XX

**Note: Using federal funds on a project managed by a county or city requires the project to meet all federal requirements and the jurisdiction to be LAP certified. The project is a contract class 5.**

**5. PROGRAMMING WITH A FEDERAL EARMARK**

Example: To program a project when using federal earmark and local funds as the local match: A federal earmark may be used in funding the total project cost. In this example, a construction project estimated at \$1,000,000 may be funded as follows:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
58	01	87	HPP	\$200,000	1	20XX (earmark)
58	01	87	CIGP	\$400,000	1	20XX
58	01	87	LFP	\$400,000	4	20XX

Example: To program a project when using federal earmark and SU as the local match: A federal earmark may be used in funding the total project cost. The federal earmark is deducted from the total project costs to determine the project costs for matching purposes. In this example, a construction project estimated at \$1,000,000 may be funded as follows:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
58	01	87	HPP	\$200,000	1	20XX (earmark)
58	01	87	CIGP	\$400,000	1	20XX
58	01	87	SU	\$400,000	1	20XX

**Note: Using federal funds on a project managed by a county or city requires the project to meet all federal requirements and the jurisdiction to be LAP certified. The project is a contract class 5.**

- Use appropriate phase and transportation system.
- There is no restriction on which phases may be programmed with CIGP funds with the exception of in-house support.
- REDI agencies may be eligible for a waiver of or reduction in the required match for CIGP funds. Only that portion of the project which falls within the qualified rural area is eligible for the waiver.

Questions related to the program should be addressed to the Office of Program Management. Questions related to programming should be addressed to the Work Program Development & Operations Office.

**6. PROGRAMMING USING FTA FUNDS**

FTA funds may be used as a match for CIGP funds for capital infrastructure projects provided they meet the statutory criteria in Sections [339.2817\(2\)](#) and [\(3\)](#), F.S.

Example: CIGP funds are used to fund a park and ride lot for a local transit agency. The total cost of the project is \$1,000,000.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
94	01	87	CIGP	\$500,000	1	20XX
94	01	13	FTA	\$500,000	4	20XX

**District CIGP Coordinators**

District	Name	Phone
Central Office	Lorraine Moyle	(850) 414-4383
One	Lisa Brinson	(863) 519-2836
Two	Jordan Green Kim Evans	(904) 360-5646 (386) 961-7402
Three	Dustin Castells Myra Suggs	(850) 330-1227 (850) 330-1563
Four	Mya Williams Sabrina Aubery	(954) 777-4608 (954) 777-4585
Five	Lisa Buscher	(386) 943-5452
Six	Xiomara Nunez	(305) 470-5404
Seven	Sara Clark Suzanne Monk	(813) 975-6439 (813) 975-6115

**C. REFERENCES**

Sections [339.135 \(5\)](#) and [\(7\)](#), F.S.

Section [339.2817](#), F.S.

Procedure [525-010-015-c](#), District Administration of County Incentive Program



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## **PART III - CHAPTER 8: EARMARKS/PROVISO FUNDS (STATE FUNDS)**

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## **PART III - CHAPTER 8: EARMARKS/PROVISO FUNDS (STATE FUNDS)**

### **A. OVERVIEW**

Members of the Florida Legislature use earmarks/proviso language within the General Appropriations Act (GAA) to specify certain projects for funding in the first year of the tentative work program.

### **B. PROGRAMMING GUIDELINES**

- Per Section [339.135\(5\)\(a\)](#), Florida Statutes, the adopted work program must include any projects which are separately identified by specific appropriation in the GAA. Any transportation project of the Florida Department of Transportation (department), which is identified by specific appropriation in the GAA, shall be deducted from the funds annually distributed to the respective district(s).
- Per Section [216.179](#) F.S., after the Governor has vetoed a specific appropriation, the department must not authorize expenditures (state, federal or local funds) or implement in any manner the projects that were vetoed.
- Through the 2017 General Appropriations Act, the Florida Legislature created a unique budget category to represent local transportation projects (088862). These local transportation projects should be programmed as a grant (phase type 4) according to type of work being performed and coded with program number LP, in order to crosswalk to the correct category.
- Refer to the program plan crosswalk (see link below) for further programming guidelines.

### **C. REFERENCES**

Section [339.135](#), F.S.

Section [216.179](#), F.S.

To access the program plan crosswalk use the link below:

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>



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**PART III - CHAPTER 9: ECONOMIC DEVELOPMENT**

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**PART III - CHAPTER 9: ECONOMIC DEVELOPMENT**

**A. OVERVIEW**

The Economic Development Transportation Fund (EDTF) is one of 12 economic incentive programs used by the state of Florida to encourage specific businesses to locate, expand or remain in our state. The program was transferred from the Department of Economic Opportunity to the Florida Department of Transportation (department) on July 1, 2012 with the creation of Section [339.2821](#), Florida Statutes.

The EDTF requires the department to enter into contracts with local entities for the development of transportation projects that induce a specific company to locate, expand or remain in the state by alleviating transportation impediments that adversely impact the company’s location or expansion decision. Eligible projects include but are not limited to safety and capacity improvements to existing roadways; the development of new roads and rail spurs; and certain airport and spaceport infrastructure improvements.

Program applications are submitted to Enterprise Florida (EFI), which serves as Florida’s business development and recruitment agency. EFI acts on behalf of the department to ensure that the project meets the job creation and economic development requirements of Section [339.2821](#), F.S. The final funding decision is made by the department’s central office after considering the comments or recommendations provided by EFI, the Departments of Economic Opportunity and Environmental Protection, and the department district in which the project is located.

Each district has a designated EDTF Coordinator responsible for coordinating all program related district activities, which includes working with their respective work program staff to program the new EDTF projects within 10 days of the initial grant award.

**B. PROGRAMMING GUIDELINES**

The districts should program economic development transportation projects using program number 10 and the SED fund code. Budget should crosswalk to budget category 088865.

Department budget and funding requests are coordinated by the department’s central office economic development coordinator.

Example: To program economic development construction items pursuant to Section [339.2821](#), F.S.:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
54	01	10	SED	\$100,000	1	20XX

The following table provides contact information for the EDTF coordinators in each district and central office:

<b>DISTRICT</b>	<b>COORDINATOR NAME</b>
District 1	Lisa R. Brinson District Local Program Administrator Program Management Office, MS 1-48 801 North Broadway Avenue Bartow, Florida 33830 Phone: (863) 519-2836
District 2	Jordan L. Green, P.E. Transportation Support Manager – District Two 1109 South Marion Avenue – MS 2007 Lake City, FL 32025 Office: (386) 961-7840 Mobile: (386)623-0103 Fax: (386) 961-7508
District 3	Dustin Castells District 3 Local Program Administrator 1074 Highway 90 East Chipley, Florida 32428 Phone: (850) 330-1227 Fax: (850) 330-1130
District 4	Sabrina Aubery District 4 Program Administration Engineer Florida Department of Transportation, District 4 3400 W. Commercial Blvd Ft. Lauderdale, FL 33909 Phone: (954) 777-4585 Fax: (954) 777-4074
District 5	Lisa Buscher District 5 Local Government Program Administrator Florida Department of Transportation, District 5 719 South Woodland Blvd, MS 4-548 DeLand, FL 32720-6800 Phone: (386) 943-5452
District 6	Xiomara Nunez District 6 Local Program Administrator Florida Department of Transportation, District 6 Program Management Office Adam Leigh Cann Building 1000 NW 111th Avenue, Room 6112A Miami, Florida 33172-5800 Phone: (305) 470-5404 Fax: (305) 470-5179
District 7	Kelli Bradley District 7 Local Program Administrator 11201 N. McKinley Drive, MS 7-350 Tampa, FL 33612 Phone: (813) 975-6095 Fax: (813) 975-6443
Central Office	Jasmin Raffington Florida Department of Transportation Program Management Office 605 Suwannee Street, MS 75 Tallahassee, FL 32399 Phone: (850) 414-5266 Fax: (850) 414-5261

## **C. REFERENCES**

Section [339.2821](#), F.S.



**PART III - CHAPTER 10: EMERGENCIES/DISASTERS**

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**PART III - CHAPTER 10: EMERGENCIES/DISASTERS****A. OVERVIEW**

An emergency/disaster describes natural or manmade events that require responsive action to protect life or property. Examples of such events include hurricanes, tropical storms, tornados, floods, wildfires, sinkholes, etc. Because of their potential for large scale damage, these events require timely and appropriate responses by FDOT in order to provide necessary preparation and recovery support to the citizens of Florida.

This chapter describes types of work and required actions. Emergency events require planning for possible emergency declarations by the President, the Governor or in the case of a department declared emergency, the FDOT Secretary. These declarations drive important issues such as federal participation by the Federal Highway Administration (FHWA) and the Federal Emergency Management Administration (FEMA).

**B. ACTIONS PRIOR TO OR IMMEDIATELY FOLLOWING EMERGENCY EVENTS****1. OFFICE OF EMERGENCY MANAGEMENT**

- a. Monitor developing events
- b. Request emergency event identifier and central office financial project numbers
- c. Communicates with district personnel about requesting financial project numbers from their district Work Program Office.
- d. Monitors the Work Program Emergency Report for proper use of financial project numbers, fund codes, and estimate amounts.

**2. CENTRAL OFFICE OF WORK PROGRAM**

- a. Establish emergency event identifier and distribute to the districts, turnpike enterprise, Office of the Comptroller, Emergency Management Office, and Federal Aid Management Office.
- b. Establish financial project numbers for central office activities. See Programming Guidelines for reference.
- c. Request FM Support to initiate nightly distribution of the Emergency Report. This report provides estimate totals for all projects using specified emergency event identifiers. An alternate version of the nightly report may be run using the application located on the OWPB SharePoint site under work program applications. This report is also distributed to the Division of Emergency Management nightly to be used in tracking the statewide threshold amounts needed for requesting a Presidential Declaration.
- d. Provide districts, turnpike enterprise, Office of the Comptroller, Emergency Management Office, and Federal Aid Management Office unique program number if Budget Amendment will be processed.

**3. DISTRICT WORK PROGRAM MANAGERS**

- a. Establish financial project numbers (include applicable emergency event identifiers) per the Programming Guidelines and request adoption.
- b. In the event the emergency/disaster occurs after normal business hours, districts will adopt emergency/disaster candidate items the next business day.

- c. Communicate with emergency coordinating officers for distribution of financial project numbers
- d. Notify the appropriate personnel and provide the financial project numbers as necessary.

#### **4. CENTRAL OFFICE FEDERAL AID MANAGEMENT**

- c. Communicate with FHWA after an event for:
  - (1) disaster code
  - (2) Department's Letter of Intent to request reimbursement
  - (3) Detailed Damage Inspection Reports (DDIR), per FHWA's Emergency Relief Manual.
- d. Process approved DDIR's and input into Work Program Administration for use with developing a comprehensive list of all eligible project sites and repair costs (Program of Projects).
- e. Monitor projects eligible for FHWA reimbursement.

### **C. GENERAL PROJECT INFORMATION**

#### **1. ESTABLISHING CONTRACT WORK PROGRAM ITEMS**

- a. District/Turnpike work program managers identify contract phases (non-state forces) based on damage assessment reports.
  - b. District/Turnpike work program managers submit approved DDIRs to the Federal Aid Management Office.
  - c. Federal Aid Management develops a program of projects to submit to FHWA for approval.
  - d. After FHWA approves the program of projects, emergency repair and permanent restoration projects become eligible for emergency relief (ER) funding.
  - e. Permanent restoration projects **must have** an approved federal authorization before work can commence or costs can be incurred.
  - f. Each DDIR requires separate Financial Project Number(s) (FPN) and Federal Aid Project (FAP) number(s) including letting projects or ER contracts.
  - g. Central Office Federal Aid Management assigns FAP numbers. The number identifies the project(s) as:
    - (1) Emergency
    - (2) Federal fiscal year
    - (3) Related event in sequential order
- Example: FAP# E181-001-E will be assigned to district, upon request, for the financial project number(s) established for the approved DDIR, relating to the 2018 federal fiscal year.
- h. DDIRs with both emergency repairs and permanent restorations require two FPNs **and** two FAPs. FHWA requires separation of costs prior to reimbursement. Therefore, the *preference* is to have separate DDIRs for emergency repair and permanent restoration.

- i. If multiple Federal Aid Numbers will be assigned to the same Financial Project Item/Segment/Phase, as additional site locations are identified from a Countywide item, use sequencing in the range of 90-99 so that indirect that is attributable to the second FAP number will accumulate on the same sequence as the Direct expenditures.

Note: The approval of projects by FHWA does not guarantee the availability of ER funds.

## **2. CONTRACT ITEMS**

- a. Section [339.135\(7\)](#), F.S., requires a work program amendment for any current year ADD of projects/primary phases exceeding \$500,000.
- b. Projects qualifying for FHWA's Emergency Relief (ER) program are not required to be listed in the Statewide Transportation Improvement Plan (STIP) or MPO's Transportation Improvement Program (TIP). This includes all projects funded with ACER or ER funds.
- c. As necessary, Districts/Turnpike will propose new items/phases, complete amendments and document the need for additional funding.
- d. Upon signature of an executive order or declaration of emergency, districts must follow-up and complete additional funding requests.
  - (1) Identify need for additional state funds if specific federal reimbursement is not approved.
  - (2) Send request to the Work Program Development and Operations Office to facilitate coordination on funding options, if federal reimbursement is not available.
  - (3) If applicable, districts complete and submit appropriate documentation for FHWA-ER reimbursement/participation.
    - i. Submit DDIRs for FHWA ER fund reimbursement to the Federal Aid Management Office.
- e. Prior to the expiration of applicable executive orders, submit budget amendments to support emergency funds as needed.

## **3. NON-DECLARED OR DEPARTMENT-DECLARED EMERGENCIES/DISASTERS**

- a. District Work Program Offices receive copies of emergency declarations signed by the Secretary.
- b. Create a work program item to track a non-declared or department-declared emergency/disaster as needed.
  - (1) Use the same programming guidelines established for in-house and contract phases.
  - (2) To ensure funds remain balanced, offset an existing project/box.
  - (3) Use NDEM as the event ID to aid in tracking statewide dollar amounts spent on non-declared and department-declared emergencies/disasters (fires, floods, oil spills, sinkholes, tornados, bridge damage, roadway damage etc.).
  - (4) If the Executive Office of the Governor (EOG) issues a declaration of emergency, change the event identifier to one created specifically for that event.
  - (5) Section 339.135(7)(e) F.S., requires a work program amendment if thresholds are exceeded. Districts submit amendments to central office no later than three working days following the declaration of emergency signed by the Secretary.



- c. Reference Bridge Repair Replacement chapter of these instructions if emergency/disaster damage to a bridge or other major structure occurs.
- d. For emergency contact information, please use [FDOT: Agency Resources - Contact Us](#)
- e. For further information, see Part IV of these instructions – Federal Aid Programs Administered by Federal Highway Administration (FHWA).

## **D. FEDERAL HIGHWAY ADMINISTRATION REIMBURSEMENT EMERGENCY RELIEF**

- a. Consideration for ER funding requires a disaster declaration/proclamation. Either of the following fulfill this requirement:
  - (1) The President makes a major disaster declaration under the Stafford Act (42 U.S.C. 5121 et seq.)
  - (2) The Governor issues an emergency or disaster proclamation and FHWA concurs with the declaration.

### **1. EMERGENCY REPAIR PROJECTS**

- a. The department can be reimbursed for emergency repair projects initially funded and authorized with state funds. Once eligibility and FHWA participation is determined, program emergency repair projects with ACER funds and the appropriate program number.
  - (1) 100% reimbursement of ER funds requires FHWA approval of the plans and completion of emergency repair projects within **180 days** after the occurrence of the event.
  - (2) Work performed after **180 days** may be reimbursable at a lesser percentage.
  - (3) After **180 days**, work performed by local governments on roads off the State Highway system but on the Federal Highway system, the department will reimburse local governments only for the amounts eligible for reimbursement from ER funds.
- b. Debris Removal by FHWA from Federal-aid highways is eligible for ER funds when:
  - (1) The Governor makes an emergency or disaster declaration but the President does not make an emergency or a major disaster declaration under the Stafford Act. If the FHWA Division Administrator concurs with the Governor's declaration, ER funds may participate in debris removal on eligible sites on Federal-aid highways in those counties included in the Governor's declaration. Disaster-related debris removal that is eligible for FEMA funding is not eligible for ER funds.
  - (2) The President declares an emergency or a major disaster but FEMA determines that debris removal is not eligible under the Stafford Act. ER funds may participate in debris removal costs on eligible sites on Federal-aid highways that FEMA determines to be ineligible under its program. FHWA division offices should request and review documentation of FEMA's determination to ensure the removal is eligible under the ER program.
  - (3) The Governor's declaration covers counties that are not included in the President's declaration. ER may participate in debris removal costs on eligible sites on Federal-aid highways in the same manner as before MAP-21 for those sites included in the Governor's declaration but not the President's declaration.

- c. Federal-aid highways (interstate system, National Highway System, and public roads not classified as local roads or rural minor collectors) are eligible for the ER program, including any toll facilities on federal aid highways.

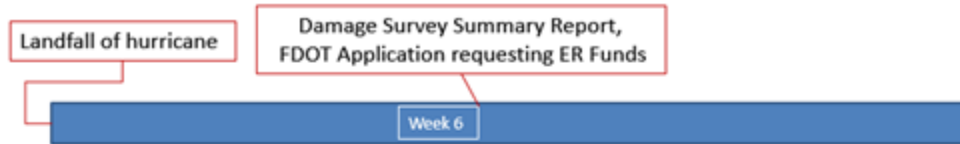
## **2. PERMANENT RESTORATION PROJECTS**

- a. FHWA must authorize permanent repairs prior to work beginning.
- b. FHWA may determine the type of either a permanent or emergency repair based on economy and/or practicality. Include this determination in the DDIR.
- c. For FHWA eligibility, program permanent restoration projects with ACER funds and the appropriate program prior to work activity beginning. This also applies to asset maintenance contractors and any local governments performing permanent restoration work. Failure to do so may jeopardize reimbursement efforts.
- d. The authorization of ACER funds facilitates future reimbursement in the event ER funds are approved. Delays may occur between FHWA approval and ER funds availability.
  - (1) FHWA reimbursement of permanent repairs for Interstate highways, the Federal share is 90%. For all other Federal-aid highways, the Federal share is 81.93%. Program Transportation System 01, for projects on the Interstate, that are eligible for FHWA reimbursement. Program ACER for only those amounts reimbursable by FHWA.
- e. For a complete explanation of Federal Share see the [Emergency Relief Manual \(Federal-Aid Highways\)](#)
- f. If local governments perform permanent repairs on roads off the State Highway but on the Federal Highway system, the department will reimburse the local governments for only the amounts eligible for reimbursement from ER funds.
  - (1) For participating amounts, program ACER funds.
  - (2) For non-participating amounts, program DER funds.
- g. Local governments must provide matching funds when the Department performs permanent repairs on roads off the State Highway but on the Federal Highway System roads.

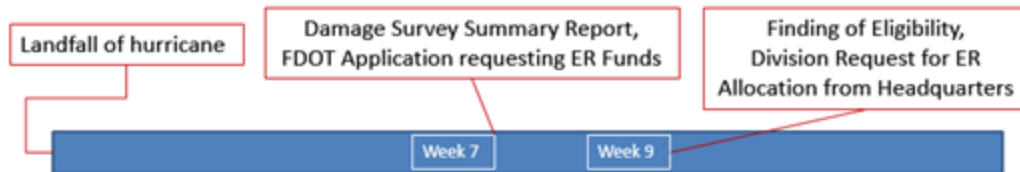
### **Financial Aspects of the FHWA ER Program in Florida**



- **Landfall of hurricane (establishment of disaster start date)**
  - Pre-event activities not eligible
  - Is there a Governor’s Proclamation (Executive Order) or a Presidential Declaration or both?
- **Letter of Intent to Apply for ER Funding**
  - FDOT prepares Letter of Intent by end of week 1 following landfall (if it appears financial thresholds have been met or exceeded)
- **FHWA Acknowledgement of Letter of Intent**
  - FHWA acknowledges FDOT’s Letter of Intent by end of Week 2 following landfall



- **FDOT Damage Survey Summary Report**
  - Report due to FHWA six weeks following submission of Letter of Intent to request ER funding (End of week 7 following landfall)
  - Purpose is to describe the general nature and extent of the disaster in order for FHWA Division Administrator to make a finding of eligibility
  - Initial damage assessments may be based on windshield surveys of sample sites or detailed damage inspections, if available
- **FDOT Application requesting ER Funds**
  - FDOT prepares application letter requesting ER funds, using best estimates of damage at the time, accompanied by Damage Survey Summary Report



- **Finding of Eligibility**
  - FHWA Division Administrator notifies FDOT that ER funding for the disaster is approved. Generally occurs by end of week 9 following landfall.
  - Notification serves as the finding that a natural disaster or a catastrophic failure has occurred causing substantial damage to Federal-aid highways and that the disaster is eligible for ER funding.
- **Division Request for ER Allocation**
  - Concurrent with Finding of Eligibility, FHWA Division Office requests an allocation of ER funds from FHWA Office of Program Administration at FHWA headquarters in Washington, DC.



- **Detailed Damage Inspection Reports (DDIRs)**
  - Must be completed by the end of week 12 following landfall
  - Used to prepare the comprehensive list of projects (Program of Projects)
  - Upon initial authorization, any increase to a DDIR estimate of 20% or greater must be approved by FHWA
- **Program of Projects**
  - Prepared from project information in FDOT's Work Program Administration (WPA) database.
  - Should be completed and submitted to FHWA Division Office by the end of week 15 following landfall
  - Description and cost estimate for each project will be supported by a corresponding Detailed Damage Inspection Report

**3. INNOVATIVE EMERGENCY RELIEF (ER) CONCEPT FOR PERMANENT LIGHTING & SIGNAL REPAIR PROJECTS**

- a. FHWA annually approves advanced construction (AC) projects for permanent lighting or signal repair (For further information on programming AC, see the chapter on Advanced Construction).
  - (1) FHWA reviews plans, specifications and estimates for these permanent projects prior to AC authorization.
  - (2) Contracts are competitively bid annually and break out the costs for possible repair items.
  - (3) Annual contract prices are to repair damage sites to the extent the DDIRs determine the amount of eligible work. If no eligible ER events - there would be no eligible federal-aid costs.
- b. At the beginning of each hurricane season, districts will establish districtwide financial projects for permanent lighting repairs and for permanent signal repairs/replacements (most signal repairs are classified as emergency, but some may be classified as permanent, depending upon the nature of the work).
- c. A federal project number will be assigned to each district (one annual districtwide project number for each pre-event contract). The number must identify these projects as
  - (1) pre-event ER contracts,
  - (2) the related hurricane season and
  - (3) the contracting district.

Example, ER18-400-E will be assigned to the first set of District 4 financial project numbers established for the 2018 hurricane season pre-event contract.

Example, if a second contract is needed in District 4, ER18-401-E would be assigned to the financial project numbers set up for that purpose.
- d. AC funded authorization requests for these federal projects should be for the limiting amount of the contract.
- e. FHWA determines an event's eligibility for federal participation under the emergency relief program.
  - (1) FHWA must approve DDIRs
  - (2) Prior to the contractor beginning work, the scope of the permanent repair work for each site will be assessed and quantities estimated with direction and inspection by the department or with state-hired construction, engineering and inspection (CEI) with department oversight.
- f. The department will establish new financial projects for each specific DDIR.
- g. The department will request federal AC authorization for these specific projects (if ER funds are not available) or request ER funds if available at the time of the authorization requests.
- h. At the same time, the department will submit authorization requests to reduce the amount of AC authorization on the initial districtwide projects in the same amount as requested in site specific authorizations.

- i. After receiving approved authorizations for site specific projects, the department will issue site specific task orders to the contractor. These task orders represent the contractor’s notice to proceed with specific work identified in the associated DDIR.

## **E. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

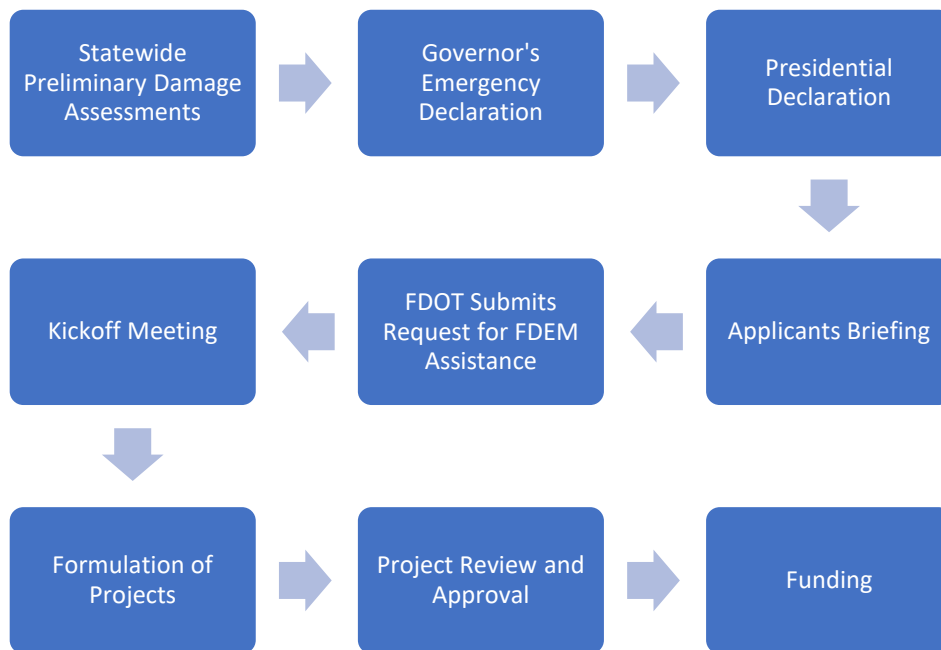
### **1. EMERGENCY WORK**

- a. Category A: Debris removal. Initially **program all debris work** with FEMA fund code unless any of the 4 Map 21 exclusions apply.
- b. Category B: Emergency Protective Measures. Any pre or post event work performed off of the state highway system should be coded to DER until notified from the Emergency Management office what costs will be eligible for FEMA reimbursement. At that time, the fund code should be changed to FEMA. On system work that does not meet the FHWA ER requirements may also be eligible for reimbursement from FEMA on a case by case basis. The Emergency Management office will contact the WP offices to request fund codes changes as needed once costs and eligibility have been verified.

### **2. PERMANENT WORK**

Category C-G. All on system permanent work will be sent to FHWA for reimbursement. However, any work performed off of the state highway system through mission tasking would be submitted to FEMA for reimbursement. The Emergency Management office will request fund code changes from WP for any costs that may be submitted to FEMA.

### **3. TIMELINE ON FEMA PROCESSES**



**F. PROGRAMMING GUIDELINES**

**1. GENERAL PROGRAMMING INFORMATION**

Level	Trans System	Segment	Phase	Fund	County
<b>Central Office</b> Establish one work program item for <b>statewide emergency or disaster activities</b>	13	Segment 1 Preparedness	81 In-house operations	FEMA	99
			82 Operations Contract	FEMA	
		Segment 2 SEOC/TEOC	A1 To record administrative costs that are NOT reimbursable by FHWA or FEMA (DDIR and project worksheet preparation, program/report development, reconciliations, central office travel to districts for administrative assistance)	DER	
			81 In-house operations to record costs related to the State Emergency Operations (SEOC) effort and all of the department's .Transportation Emergency Operations Center (TEOC) efforts; this would include purchases, possibly eligible for FEMA reimbursement	FEMA	
			82 Operations contract	FEMA	
			J2 Emergency/disaster contract management consultant	FEMA	
		Segment 3 Disaster Recovery Centers	81 In-house operations	FLEM	
		Segment 4 Emergency Management Financial Reservists	81 In-house operations	FLEM	

**Work Program Instructions**  
**Tentative Work Program – FY 19/20 – 23/24**

**September 12, 2018**

Level	Trans System	Segment	Phase	Fund	County	
<b>Districts</b> Establish one work program item per district for <b>emergency or disaster activities</b>	Districts 1-7 <b>13</b>  Turnpike <b>02</b> for turnpike or <b>04</b> for intrastate tolls	Segment 1 Preparedness	<b>81</b> In-house operations	FEMA	99	
			<b>82</b> Operations Contract	FEMA		
	Districts 1-7 <b>13</b>  Turnpike <b>02</b> for turnpike or <b>04</b> for intrastate tolls	Segment 2 Activities	<b>A1</b> To record administrative costs that are not reimbursable by FHWA or FEMA (DDIR and project worksheet preparation, program/report development, reconciliations, central office travel to districts for administrative assistance and damage assessment.) Damage assessments should be charged to phase A1	DER	99	
			<b>81</b> In-house operations to record costs related to the EOC effort; this would include purchases not directly related to actual recovery activities or repairs (e.g., meals for EOC employees, EOC supplies) possibly eligible for FEMA reimbursement	FEMA		
			<b>82</b> Operations contract	FEMA		
			<b>83</b> Purchases to record costs for goods obtained for use in actual recovery activities (e.g., generators, fuel, signs, signals, digital cameras, phones)	DER		
				<b>J2</b> Emergency/disaster contract management consultant	DER	

Level	Trans System	Segment	Phase	Fund	County
<b>Districts 1-7</b> Establish one item per county for disaster recovery <b>sign repair</b>	<b>13</b> (initial estimates only)	Segment 1	<b>E1</b> In-house emergency sign repair/replacement	D	Countywide
			<b>E2</b> Emergency sign repair/replacement	D	
	<b>03</b> state highways	Segment 2	<b>E1</b> In-house emergency sign repair/replacement	D	As appropriate
			<b>E2</b> Emergency sign repair/replacement	D	
	<b>06</b> off state, on federal-aid system	Segment 3	<b>E1</b> In-house emergency sign repair/replacement	D	As appropriate
			<b>E2</b> Emergency sign repair/replacement	D	
	<b>16</b> off state, off federal-aid	Segment 4	<b>E1</b> In-house emergency sign repair/replacement	FEMA	As appropriate
			<b>E2</b> Emergency sign repair/replacement	FEMA	
	<b>01</b> interstate	Segment 5	<b>E1</b> In-house emergency sign repair/replacement	D	As Appropriate
			<b>E2</b> Emergency sign repair/replacement	D	

**Work Program Instructions**  
**Tentative Work Program – FY 19/20 – 23/24**

**September 12, 2018**

Level	Trans System	Segment	Phase	Fund	County	
<p><b>Districts</b>                      Establish one work program item per county for <b>disaster recovery</b></p> <p>Phases G1/G2 and K1/K2 are <b>initial estimates only</b>.                      Program site specific projects and reduce initial estimates accordingly within 30-45 days of event.</p> <p>Phases D1/D2 must be programmed by county <b>NOT</b> districtwide or statewide - FEMA will not reimburse for other than county.</p>	Districts 1-7 <b>13</b>  Turnpike <b>02</b>	Segment 1	D1 In-house emergency debris removal	FEMA	Countywide	
			F1 In-house emergency signal repair/replacement	D or PKER		
			G1 In-house emergency road repair	D or PKER		
			H1 In-house emergency bridge repair	D or PKER		
			K1 In-house emergency facilities repair/replacement	D or PKER		
			L1 In-house emergency maintenance of traffic	D or PKER		
			61 In-house emergency CEI	D or PKER		
			D2 Emergency debris removal/monitoring	FEMA		
			F2 Emergency signal repair/replacement	D or PKER		
			G2 Emergency road repair	D or PKER		
			H2 Emergency bridge repair	D or PKER		
			K2 Emergency facilities repair/replacement	D or PKER		
	L2 Emergency maintenance of traffic and service patrol	D or PKER				
	62 Emergency CEI	D or PKER				
		Districts 1-7 <b>16</b> off state/off federal system  Turnpike <b>04</b> intrastate tolls	Segment 2	D1 In-house emergency debris removal	FEMA	Countywide
				F1 In-house emergency signal repair/replacement	FEMA*	
				G1 In-house emergency road repair	FEMA*	
				H1 In-house emergency bridge repair	FEMA*	
				K1 In-house emergency facilities repair/replacement	FEMA*	
				L1 In-house emergency maintenance of traffic (to include contra-flow ops.)	FEMA*	
				61 In-house emergency CEI	FEMA*	
				D2 Emergency debris removal/monitoring	FEMA	
F2 Emergency signal repair/replacement				FEMA*		
G2 Emergency road repair				FEMA*		
H2 Emergency bridge repair				FEMA*		
K2 Emergency facilities repair/replacement				FEMA*		
L2 Emergency maintenance of traffic and service patrol (to include contra-flow ops.)	FEMA*					
62 Emergency CEI	FEMA*					

\*see F(1)(j). below for usage of FEMA fund code

a. **Initially** program all emergency/disaster items as follows:

- (1) Work mix **0061** (Emergency Operations)
- (2) Program number **26** (Disaster Recovery) unless a unique budget category and program number have been established.
- (3) **D**, **FEMA** or **PKER** funds. Use **D** for FHWA eligible projects until ACER or the appropriate ER fund can be programmed – Refer to table for fund code selection
- (4) **DER**, **PKMx** or **TMxx** for non-eligible costs - Refer to table for fund code selection



- 
- (5) Program non-turnpike toll roads using the appropriate **TMxx** fund codes.
  - (6) Estimate programming amounts on each item/phase.
  - (7) Contract class **4** for emergency repair projects. Contract class **2** if performed by the locals.
- b. Drop all unused/non-applicable phases no later than **30 calendar days** after event. In an effort to reduce the number of “place holder estimates”, Central Office will identify and drop phases showing no activity after **45 days**.
  - c. Emergency repair site specific projects – Establish a new item segment/phases for each road, bridge or facility repair project.
  - d. Permanent restoration – Establish a new item segment/phases for each permanent restoration project.
  - e. Work performed by local governments
    - (1) Establish a new item segment for each local agency performing work.
    - (2) Establish the appropriate phases described above using phase type 4.
    - (3) Program LFF if emergency repairs go beyond 180 days after landfall or local government perform permanent repairs on any off State Highway System but on the Federal Highway System roads.
    - (4) Program LFF on amounts in excess of amount reimbursable by FHWA, allocation type 4.
  - f. (5) Program ACER for only those amounts reimbursable by FHWA. Railroad sign and signal repair
    - (1) Establish a new item segment for each railroad requiring repairs.
    - (2) Establish the appropriate phase(s) described above using phase type 7.
  - g. Use the emergency event identifier EC on the Item Segment Definition (WP01) screen for emergency/disaster candidate items. Change the event identifier provided by Central Office Work Program prior to requesting item to be Adopted.
  - h. The extra description must include the emergency event and the date the emergency/disaster was identified. Example: Emergency work/cleanup for Tropical Storm Jerry, Emergency Management Center notification received on August 24, 20XX.
  - i. For projects using FHWA (ER, ACER) funds, include the DDIR number in the extra description.
  - j. Program Transportation System 16 (off state/off federal) with FEMA **only** if a Mission Assignment was logged by the Division of Emergency Management. If no Mission Request, Locals are responsible for work.
  - k. Program permanent repair with contract class 1, 5 or 9, as appropriate.
  - l. Phases D1/D2 district pre-event contracts for debris work may be executed **without** an encumbrance. Task work orders can be issued for each applicable county once estimates and encumbrances are established.
  - m. **On-going construction projects** Emergency repair and permanent restoration:

- (1) For disaster restoration and recovery costs on federally funded projects on the federal aid highway system (which were federally funded from the beginning of the construction contract)
  - (a) use the same federal funding source as was used to finance the construction contract.
  - (b) initially program phases D1/D2, using FEMA fund code, for debris removal (includes debris blown onto (or from flooding at) active on-going construction sites).
  - (c) create a new sequence and use the established program number for event
- (2) On state funded construction projects,
  - (a) use state funds for disaster restoration and recovery costs.
  - (b) Initially program phases D1/D2, using FEMA fund code, for debris removal (includes debris blown onto (or from flooding at) active on-going construction sites)
  - (c) create a new sequence and use the established program number for event
- (3) Refer to the Construction Project Administration Manual (CPAM), [Section 7.6.5](#) for potential impacts emergencies have on active construction projects.

**Note** on debris removal – generally speaking, the level of FEMA participation versus FHWA ER participation is related to presidential disaster declarations and those counties specifically included in that declaration. Counties identified within the declaration, may be eligible for FEMA funding for debris removal. For counties not identified in the declaration, FHWA ER funding for debris removal may be available.

- (4) When issuing a supplemental agreement for disaster recovery and restoration costs
  - (a) program separate phases for associated costs on the same item segment as the original construction contract
  - (b) multiple phases may be used in the same supplemental agreement, depending upon the type of work needed.
  - (c) Use the following phases for the specific types of work included in the supplemental agreement
    - i. E2 - Sign Repr/Repl
    - ii. F2 - Signal Repr/Repl
    - iii. G2 - Emer Road Repair
    - iv. H2 - Emer Bridge Repair
    - v. K2 - Emer Facilities Repair
    - vi. L2 - Emer MOT

## **G. REFERENCES**

Section [339.135\(7\)](#), F.S.

[Title 23](#) Code of Federal Regulations, Subchapter G, Part 668

[Emergency Relief Manual \(Federal-Aid Highways\)](#)

[FDOT: Emergency Management](#)

[Emergency Report](#)

[FEMA PAPPG](#)



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## **PART III - CHAPTER 11: ENVIRONMENTAL**

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**PART III - CHAPTER 11: ENVIRONMENTAL****A. CONTAMINATION ASSESSMENT AND REMEDIATION (CAR)****1. OVERVIEW**

The contamination assessment and remediation (CAR) program provides funds for the identification and evaluation of potential contamination problems within or adjacent to existing or proposed R/W and for the remediation and clean-up of known contamination sites. The desired approach on proposed transportation improvements is to discover all contamination problems as early in the project development process as possible in order to limit or avoid liability by the Florida Department of Transportation (department), establish remediation costs, prevent delays during construction, supply information for the property valuation during the acquisition process and identify appropriate worker safety concerns. For department owned facilities, this program may be used to evaluate suspected contamination problems, spills or other incidents, including the development of remediation plans and the cost of the remediation work. The Federal Highway Administration (FHWA) has approved hazardous waste contamination assessment and remediation activities as qualifying for federal reimbursement.

Note: When remediation work is performed after the construction phase (routine maintenance of the site), refer to the Maintenance chapter of these instructions for programming guidelines.

**2. IMPACT ON COST ESTIMATES**

Districts cannot know the full extent of hazardous waste contamination or the costs of cleanup for most projects in the later years of the work program. Therefore, it will be necessary for districts to include an estimate of future CAR costs when programming reserve boxes in the tentative work program.

Per Procedure [650-000-001](#), Project Development and Environment Manual, prior to R/W acquisition, a level one (contamination screening evaluation) and level two (contamination impact assessment) investigation is necessary. Levels one and two should be completed prior to when the R/W phase would normally begin. After the impact to construction has been assessed, a remedial action plan on how to accomplish the contamination clean-up must be completed early enough in the project design process in order to limit or avoid department liability, establish remediation costs, prevent delay claims during construction, identify appropriate worker safety concerns and supply information for the property valuation during the acquisition process.

The remedial action plan and its associated cost should be provided to the district work program manager as early as possible for inclusion in the tentative work program. When the construction project cost estimates are available from the project manager, the district work program manager will then have the complete picture of budgetary needs to do the project. It is critical that the district work program manager receive the best information possible in order to program the project's cost estimate in the tentative work program.

For projects with petroleum contamination the Districts shall review the FDOT/ Florida Department of Environmental Protection (FDEP), Memorandum of Understanding (MOU) dated June 16, 2014 addressing discharges of petroleum pollutants for cost sharing consideration established in the MOU. Cost sharing considerations include determination that the project is an economically significant project. Three options have been identified for remediation of petroleum contamination at eligible sites that are determined to be impacting economically significant transportation projects. These options are:

- FDEP will complete assessment and/or remediation ahead of the road work. This is the most efficient option.
- For immediate work, FDEP will issue a purchase order to FDOT for a proposal prepared by a FDOT contractor.

- FDEP will reimburse FDOT for work completed by their contractor.

**3. PROGRAMMING GUIDELINES**

- For in-house charges relating to CAR contracts such as on-site inspections, consultant review, etc., the following phases should be used with program number 00 and the appropriate transportation system:

- Phase 21 (project development and environmental - PD&E) should be used to support activities required to conduct PD&E studies for specific transportation improvements.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
21	01	00	DIH	\$10,000	1	20XX

- Phase C1 (environmental) should be used when environmental activities are necessary to support statewide or districtwide program efforts.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C1	01	00	DIH	\$10,000	1	20XX

- Phase 71 should be used during operations and maintenance.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
71	01	00	D	\$10,000	1	20XX

- Preliminary assessment (screening) work, in accordance with Procedure 650-000-001, Project Development and Environment Manual, will be initiated during the PD&E phase accordingly; the assessment portion of the contract will be programmed as part of the PD&E contract on phase 22.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
22	01	00	DS	\$10,000	1	20XX

- Detailed assessments and remediation work may also be accomplished during the design and R/W phases. When this occurs, use program phase C2 (environmental consultant/contracts).

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C2	01	00	DS	\$10,000	1	20XX

For remediation of petroleum contamination based on a proposal by the FDOT contractor. Please notify the General Accounting Office, LFA Section when utilizing DEP funds as the source of programming for contamination work. The original programming will use LFU funds with allocation type 1 and the same amount of district allocated funds, allocation type 6 with a sequence 99. LFU estimates will remain and be adjusted as the local funds are received. The district work program managers will reduce the LFU estimate and like amount of district allocated and increase the LF estimate by this amount.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C2	01	00	LFU	\$10,000	1	20XX
C2	01	00	DS	\$10,000	6	20XX

**B. CULTURAL ASSESSMENTS**

**1. OVERVIEW**

The National Historic Preservation Act of 1966, as amended, and Chapters [253](#) and [267](#), Florida Statutes, contain legislation requiring an archaeological and historical resource assessment on all transportation projects. These cultural assessments are accomplished as part of the PD&E work on a project, and in almost all cases the work is performed by consultants.

**2. PROGRAMMING GUIDELINES**

- For in-house charges relating to cultural assessments, such as on-site inspections, consultant reviews, etc., the following phases should be used with program number 00 and the appropriate transportation system:

- Phase 21 should be used when supporting PD&E activities.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
21	01	00	DIH	\$10,000	1	20XX

- Phase C1 should be used when supporting environmental activities necessary to support statewide or districtwide efforts not directly related to a specific PD&E project.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C1	01	00	DIH	\$10,000	1	20XX

- Standard project related surveys and assessments will be programmed on phase 22 and program number 00.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
22	01	00	DS	\$10,000	1	20XX

- Use phase C2, program number 00 for the following activities:
  - Excavations of significant archaeological sites as a result of project related activities
  - Relocation of historically significant properties as a result of project activities
  - Emergency cultural resource activities discovered during the R/W or construction phases of a project
  - Rehabilitation of structures as a result of project related activities and emergency cultural resource activities for sites discovered during the construction phase of a project
  - Non-project related activities, such as inventories, assessments and maintenance, or development of a preservation plan of department owned properties

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C2	01	00	DS	\$10,000	1	20XX

**C. ENVIRONMENTAL RESOURCE PERMITS**

**1. OVERVIEW**

The following two methods are used by the department to obtain environmental resource permits from the Department of Environmental Protection (DEP), water management districts (WMD), and local governments:

**2. PROGRAMMING GUIDELINES**

- Payment is made by a consultant directly to the WMD or to DEP: use phase 32 and program number 00.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
32	01	00	DS	\$10,000	1	20XX



- Payment is made directly to the WMD or to the DEP by the department: use phase C8 and program 00.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C8	01	00	DS	\$10,000	1	20XX

Note: If funded by federal funds, it is critical that funds are authorized prior to making the payment.

## **D. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PROGRAM / MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PROGRAM**

Instructions for the NPDES-MS4 program have been moved to the Maintenance Chapter.

## **E. ADVANCED ENVIRONMENTAL MITIGATION**

### **1. OVERVIEW**

A statewide program using DEM funds (state) has been established for the purchase of advanced mitigation of wetlands and other surface water impacts and species impacts of transportation projects and for ecosystem or environmental management projects. DEM funds can be used to perform mitigation related activities, research, and to purchase land for future environmental mitigation opportunities. The program is intended to provide funds to take advantage of mitigation opportunities in areas of the state where mitigation options are quickly disappearing or will become cost-prohibitive due to urbanization, uniqueness or competitive factors. Coordination with the appropriate regulatory agency is required when compensatory mitigation is proposed. Funds can be programmed for district use in coordination with the Office of Environmental Management (OEM).

The department has allocated \$6 million annually (beginning in fiscal year 2015) for this program. DEM funds can be used for research, planning, design, and construction of mitigation sites as well as purchase of mitigation credits and management costs associated with mitigation projects.

### **2. PROJECTS QUALIFYING FOR DEM FUNDS**

- Advance mitigation for wetland and species impacts of transportation projects
- Projects that complement other state land acquisition initiatives and the conservation and recreational lands program, greenways program, ecosystem management program and others.
- Proposals for land acquisition and ecosystem management when these projects provide mitigation opportunities or meet mitigation needs.
- Research projects supporting ecosystem and environmental management.

### **3. PROJECT SELECTION**

Projects are nominated, selected, and approved based on the following:

- The district(s) will propose and submit projects to the OEM for determination of applicability and prioritization. Inter-district coordination of multiple projects is encouraged. Proposed projects or activities should be programmed by the districts as candidate projects in the work program pending approval.
- The Director of OEM will approve projects for DEM funding. Funds for this program will initially be boxed until such time as candidate projects are approved and then programmed.

- OEM will notify the district(s) of project approval and the district(s) will proceed with programming of DEM funds. The district(s) will notify OEM of completion of programming activities for the approved project.
- Districts receiving DEM funds must provide annual updates to OEM on the status of the approved project until DEM funds have been exhausted. DEM funds not needed for a project must be returned to OEM for use in other qualifying projects.

**4. PROGRAMMING GUIDELINES**

- For advance mitigation projects, the following phases should be used with program 70:
  - Use a C2 phase for purchase of credits, studies, management or planning.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C2	01	70	DEM	\$10,000	1	20XX

- Use a 32 phase when the department will design the mitigation.
- Use a 4X phase for land purchases when purchase price is based on the value of the land.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
4X	01	XX	DEM	\$10,000	1	20XX

- Use a 52 phase for when the department will construct the mitigation.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	70	DEM	\$10,000	1	20XX

- In-house costs should be programmed with DIH or HP funds.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
21	01	00	DIH	\$10,000	1	20XX

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C1	01	00	DIH	\$10,000	1	20XX

- DEM funds may be used for R/W land acquisition when the purchase price is based on the value of the land, including R/W, OPS and consultants. These projects will be programmed to the appropriate 4X phase.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
41	01	00	DIH	\$10,000	1	20XX
43	01	00	DEM	\$50,000	1	20XX

- DEM funds can be used for mitigation bank credit purchases. Projects should be programmed with phase C2 and program number 70 (environmental mitigation).

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C2	01	70	DEM	\$10,000	1	20XX

- DEM funds can be used for ecosystem or environmental management projects with another governmental agency including any studies and management or planning associated with such projects. Projects should be programmed with phase C2, unless specifically for mitigation, which should be programmed as phase C8 and program number 70.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C8	01	70	DEM	\$10,000	1	20XX

- DEM funds can be used for mitigation design and construction. Projects should be programmed with phase 32 and/or phase 52 and program number 70.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	70	DEM	\$10,000	1	20XX

Note: Approved district projects may require the transfer of both funds and budget to the district.

## **F. ENVIRONMENTAL MITIGATION – WETLANDS**

### **1. OVERVIEW**

Section [373.4137](#), F.S. denotes that environmental mitigation for the impact of transportation projects proposed by the department or a transportation authority established pursuant to Chapter [348](#) or Chapter [349](#), F.S., can be more effectively achieved by regional long-range mitigation planning rather than on a project by project basis. It is the intent of the Legislature that the department fund wetlands mitigation to cover the adverse wetland effects of transportation projects. The mitigation is carried out by using mitigation banks and any other mitigation options that satisfy state and federal requirements. Mitigation can also be carried out by the DEP, the WMD or the department. This legislation does not address uplands environmental mitigation.

By July 1 of each year, the department or a transportation authority established pursuant to Chapter [348](#) or Chapter [349](#), F.S., which chooses to participate in the program, shall submit a list of its projects in the work program to be adopted on July 1 and an environmental impact inventory of habitats, which may be impacted by its plan of construction for transportation projects in the next three years of the tentative work program (i.e., if the adopted work program is for fiscal year 2016 - 2020, the next three years of the tentative would be fiscal years 2017, 2018 and 2019). The department or a transportation authority established pursuant to Chapter [348](#) or Chapter [349](#), F.S., may also include in its inventory the habitat impacts of any future transportation project and current year funds may be used to fund these mitigation activities.

Once the mitigation plan is developed, no programming changes for mitigation funds may be made until the WMD is contacted and a determination is made as to the status of the mitigation.

To fund the development and implementation of the mitigation plan for the projected impacts identified in the environmental impact inventory, the department shall identify funds quarterly within the State Transportation Trust Fund for the environmental phase of the projects budgeted by the department for the current fiscal year.

In accordance with section 373.4137(3)(e), "For mitigation activities occurring on existing water management district or Department of Environmental Protection mitigation sites initiated with Department of Transportation mitigation funds before July 1, 2013, the water management district or the Department of Environmental Protection, as appropriate, shall invoice the Department of Transportation or a participating transportation authority at a cost per acre of \$75,000 multiplied by the projected acres of impact as identified in the environmental impact inventory".

Each July 1, the cost per acre shall be adjusted annually, based on the percentage change in the Consumer Price Index (CPI). Listed below are the costs per acre to be used in programming payments to DEP and the WMDs. The first year is the actual CPI adjusted cost per acre and the remaining five years is an estimate for programming future year payments.

<u>FISCAL YEAR</u>	<u>COST PER ACRE</u>
2018/19	\$117,551
2019/20	\$120,441
2020/21	\$123,439
2021/22	\$125,594
2022/23	\$127,533
2023/24	\$130,747

In accordance with section 373.4137(3)(d), for projects identified in the Environmental Impact Inventory on or after July 1, 2014, the department will provide funding to the DEP or WMD to offset only the impacts of transportation projects identified including planning, design, construction, maintenance and monitoring, and other costs necessary. The DEP or WMD will provide an estimate of funds required for mitigation services. Section 373.4137, F.S. does not specify a mitigation cost per credit when the department selects to purchase mitigation credits through a Mitigation Bank or In Lieu Fee entity. The department should estimate the amount of funds needed to fund the DEP or WMD for mitigation services or to purchase the appropriate number of credits needed to offset project impacts.

Beginning in fiscal year 2009/10, each WMD shall be paid a lump-sum amount per acre based on the above table for federally and non-federally funded transportation projects that have an approved mitigation plan. All mitigation costs including, but not limited to, the costs of preparing conceptual plans and the costs of design, construction, staff support, future maintenance and monitoring the mitigation areas shall be funded through these lump-sum amounts.

The mitigation plan shall be updated quarterly to reflect the most current department work program and project list of a transportation authority established pursuant to Chapter 348 or Chapter 349, F.S., if applicable, and may be amended throughout the year to anticipate schedule changes or additional projects, which may arise.

In developing the tentative work program, districts must program environmental mitigation to be accomplished by mitigation banks, the DEP, the WMDs or the department.

**2. PROGRAMMING GUIDELINES**

- Specific projects may be excluded from the mitigation plan, in whole or in part, and are not subject to this section upon the election of the department, transportation authority, if applicable, or the appropriate WMD. In these cases, mitigation can be programmed using the environmental phase (phase C2) and program number 70 for projects which will be mitigated through the purchase of mitigation bank credits, or can be programmed using the construction phase (phase 5X) and program 70 for projects which will be mitigated by department.

Note: Mitigation bank credits can be purchased in advance.

- To separate environmental payments to mitigation banks, program phase C2 and program number 70. The phase C2 may be programmed in advance and the funding can be used to make such purchases in advance.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C2	01	70	DS	\$10,000	1	20XX

- To separate environmental payments to the WMD or other governmental agency, program phase C8 (Environmental Other Agency) and program number 70. The phase C8 may be programmed three years in advance, but not later than the year of construction. Caution should be exercised to avoid programming too early where permits may expire.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
C8	01	70	XXXX	\$10,000	1	20XX

- To program environmental mitigation that is built by the department, use phase 52 and program number 70.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	70	DS	\$10,000	1	20XX

- If the project is eligible for federal aid participation, FHWA has agreed to 100% participation in our environmental mitigation program. Therefore, it is critical that funds are authorized prior to making payment.

- R/W and bridge bond funds may not be used to fund phase C8, unless associated with a bridge construction project.
  
- In order to facilitate reporting by WMD, use the following item group identifiers when programming environmental mitigation projects:
  - NWF - Northwest Florida Water Management District
  - SR - Suwannee River Water Management District
  - SJ - St. Johns Water Management District
  - SWF - Southwest Florida Water Management District
  - SF - South Florida Water Management District

## **G. TRANSPORTATION ALTERNATIVES PROGRAM**

See the Transportation Alternatives Program Section of Part IV, Federal-Aid Programs Administered by Federal Highway Administration (FHWA), of these instructions.

## **H. REFERENCES**

Chapter [253](#), F.S.

Chapter [267](#), F.S.

Chapter [348](#), F.S.

Chapter [349](#), F.S.

Section [373.4137](#), F.S.

[Florida Greenbook](#), Pedestrian Facilities

Manual, [Plans Preparation](#), Shared Use Paths

Section [339.135](#), F.S.

Section [373.4137](#), F.S.

Sections [335.065\(4\)](#) and [\(5\)](#), F.S.

Procedure [350-020-200](#), Contract Funds Management – Funds Approval

Procedure [350-020-300](#), Locally Funded Joint Participation Agreements (Non-PTO) Financial Provisions and Processing

Procedure [650-000-001](#), Project Development and Environment Manual

Procedure [650-000-002](#), Efficient Transportation Decision Making Manual

Policy [000-625-001](#), Environmental Policy

[Transportation Alternatives Program Guidance](#)

To access the program plan crosswalk use the link below:

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>

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## **PART III - CHAPTER 12: FEDERAL AID FUNDS USED OFF THE STATE HIGHWAY SYSTEM**

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## **PART III - CHAPTER 12: FEDERAL AID FUNDS USED OFF THE STATE HIGHWAY SYSTEM**

### **A. OVERVIEW**

The Florida Department of Transportation's (department's) policy is to "soft match" all federal funds which are eligible for soft matching with toll credits and which would otherwise require a non-federal match. If sufficient hard match of state and local funds is associated to the federal project, soft-match will not be necessary. The Federal Aid Management System (FAMS) performs this calculation in the background and any necessary soft-match is recorded in the subsidiary ledger of the database established for this purpose. For further information related to "soft match," see "Use of Toll Credits for Non-Federal Share" in the Federal Aid Programs chapter of these instructions. For more information on federal funds, see the Federal Aid Programs chapter of these instructions.

Damages to roads on the Federal Aid Highway System, including roads off the State Highway System (SHS) may be eligible for emergency relief funding. Expenses for emergency repairs performed more than 180 days after the event and expenses for permanent repairs may be reimbursed by FHWA at a percentage less than 100%. In the event that the percentage reimbursable is less than 100% for roads off the SHS, with the exception of emergency repairs performed by the department more than 180 days after the event, the local agency with ownership of the road will be responsible for any amounts not reimbursable by Federal Highway Administration (FHWA). The emergency relief program is not eligible for soft matching with toll credits. For more information on FHWA's Emergency Relief Program please see the chapter titled **Environmental** of these instructions.

### **B. OFF THE STATE HIGHWAY SYSTEM PROJECT DELIVERY**

Off-system projects are defined as projects not located on the State Highway System. The department's primary mechanism for delivering off-system projects included in the Five-Year Adopted Work Program is the Local Agency Program (LAP) as defined in the **LAP chapter** of the Work Program Instructions. In certain circumstances a local agency may be unable to deliver a prioritized off-system project and request the department deliver the project on the agency's behalf. A local agency governing board(s) must approve a resolution or equivalent approval (hereinafter collectively referred to as the "resolution") endorsing the department's delivery of the project. This holds true whether the department delivers the project on behalf of an agency unable to deliver the project, or if the department is delivering the project for efficiency, innovation, cost or time savings, or other reasons that may optimize project delivery.

Resolutions endorse the department's delivery of the project within the local agency's right of way/local jurisdiction. Multi-jurisdictional projects must be endorsed by each affected agency. Endorsed resolutions shall describe the project using the identification information as provided by the local agency in the project application or as identified in the Department's Adopted Work Program. Local agencies that are not able to endorse the Department's delivery of the off-system project via resolution will be required to administer the project(s).



Resolutions shall be obtained from the local agency no later than October 1 of the prior fiscal year in which the project is programmed for delivery. Projects added in current year shall be endorsed as soon as possible, but no later than 60 days prior to the Department letting of the contract.

The Department is responsible for establishing project delivery roles and responsibilities with the local governments for inclusion in project agreements. The local government should be made aware that any non-participating costs (FHWA will not reimburse the Department for these costs) will be their responsibility and this wording included in the agreement. When the initial contingency pay item is established for off-system federally funded projects, it should be funded with local funds. In the rare occasion that the locals cannot contribute, then the eligible state fund for local programs (TRIP, CIGP, SCOP, SCRAP, etc) will be used for the initial contingency pay item to allow the project to commence. The use of the eligible state fund will need approval from the Office of Work Program Development on a case by case basis, prior to the programming of the state fund. The actual total amount attributable to the initial contingency will be the final non-participating costs.

## **C. PROGRAMMING GUIDELINES**

To demonstrate the programming of federal funds used off the SHS, one project will be used as an example. This project is to be programmed with STP urban funds (SU). A similar methodology is used for programming STP non urban (SL) funds.

Example: A construction phase funded with SU funds (STP urban funds) for work off the SHS. The construction cost of the project in the example is \$1,000.

### **1. FUND CODES**

There are several different fund codes used to program local funds depending upon how the local funds are being used, as follows:

LF – used to program local funds that are not used as a match for federal dollars for non-participating items (items not eligible for federal funding, such as decorative lighting on a project that is off the SHS) or for utility relocation that is not on an interstate project. LF should also be used to program non-budgeted (allocation type 4) local funds, that are not used as a match for federal dollars.

LFP – used to program local funds that are not used as a match for federal dollars but will be used towards participating items (items eligible for federal aid).

See the Local Funds chapter in these instructions for additional programming conventions for other types of local funds.

### **2. PROGRAMMING STP URBAN FUNDS**

The department will manage the project (the locals will provide funds to the department to be deposited into the State Transportation Trust Fund (STTF), or the Turnpike General Reserve Trust Fund, or escrow account with the Department of Financial Services (DFS), pursuant to the locally funded agreement):

Local Government Participating Funds - Use LFP to program the local participation. In this example, that amount is \$400.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>% OBLIGATED in FAMS</u>
52	01	SU	\$600	1	100%
52	01	LFP	\$400	1	

The local government will manage the project (the local funds are not required for deposit):

Local Government Participating Funds - Use LFP to program the local participation. In this example, that amount is \$400. Use allocation type 4 since the local funds will not flow through the department.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>% OBLIGATED in FAMS</u>
58	01	SU	\$600	1	100%
58	01	LFP	\$400	4	

The local government will advance the funding for the project with payback by the department. The department will manage the project (the locals will provide funds to the department to be deposited into the STTF, or the Turnpike General Reserve Trust Fund, or escrow account with the DFS, pursuant to the locally funded agreement):

Local Government Provides Matching Funds - local funds that will be paid back are programmed with the LFR/LFRF fund code, as appropriate with a fund allocation type of 1. The pay back is programmed with the SU fund code and an allocation type of 1. The programming will be as follows:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PGM #</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>% OBLIGATED in FAMS</u>	<u>YEAR</u>
52	01	05	LFR	\$1000	1		2018
A8	01	39	ACSU	\$1000	1	100%	2020
A8	01	52	SU	\$1000	1		2020

The local government will advance the funding for the project with payback by the department. The local government will manage the project (the local funds are not required for deposit):

Local Government Provides Matching Funds - local funds that will be paid back are programmed with the LFR/LFRF/LRSC fund code, as appropriate with a fund allocation type of 4. The pay back is programmed with the SU fund code and an allocation type of 1. The programming will be as follows:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PGM #</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>% OBLIGATED in FAMS</u>	<u>YEAR</u>
58	01	05	LFR	\$1000	4		2018
A8	01	39	ACSU	\$1000	1	100%	2020
A8	01	52	SU	\$1000	1		2020

Note: For additional information on the local government advance/reimbursement program, please see the Local Funds chapter of these Instructions.

**3. PROGRAMMING STP NON-URBAN FUNDS**

The department will manage the project (the locals will provide funds to the department to be deposited into the STTF, or the Turnpike General Reserve Trust Fund, or escrow account with the DFS, pursuant to the locally funded agreement):

Local Government Participating Funds - Use LFP to program the local participation. In this example, that amount is \$400.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>% OBLIGATED in FAMS</u>
52	01	SL	\$600	1	100%
52	01	LFP	\$400	1	

The local government will manage the project (the local funds are not required for deposit):

Local Government Participating Funds - Use LFP to program the local participation. In this example, that amount is \$400. Use allocation type 4 since the local funds will not flow through the department.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>% OBLIGATED in FAMS</u>
58	01	SL	\$600	1	100%
58	01	LFP	\$400	4	

The local government will advance the funding for the project with payback by the department. The department will manage the project (the locals will provide funds to the department to be deposited into the STTF , or the Turnpike General Reserve Trust Fund, or escrow account with the DFS, pursuant to the locally funded agreement):

Local Government Provides Matching Funds - local funds that will be paid back are programmed with the LFR/LFRF fund code, as appropriate with a fund allocation type of 1. The pay back is programmed with the SL fund code and an allocation type of 1. The programming will be as follows:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PGM #</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>% OBLIGATED in FAMS</u>	<u>YEAR</u>
52	01	05	LFR	\$1000	1		2018
A8	01	39	ACSL	\$1000	1	100%	2020
A8	01	52	SL	\$1000	1		2020

The local government will advance the funding for the project with payback by the department. The local government will manage the project (the local funds are not required for deposit):

Local Government Provides Matching Funds - local funds that will be paid back are programmed with the LFR/LFRF fund code, as appropriate with a fund allocation type of 4. The pay back is programmed with the SL fund code and an allocation type of 1. The programming will be as follows:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PGM #</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>% OBLIGATED in</u>	
						<u>FAMS</u>	<u>YEAR</u>
58	01	05	LFR	\$1000	4		2018
A8	01	39	ACSL	\$1000	1	100%	2020
A8	01	52	SL	\$1000	1		2020

**4. PROGRAMMING EMERGENCY RELIEF (ER) FUNDS**

When the department manages a permanent repair project off the SHS where the locals will provide funds to the department to be deposited into the STTF or the Turnpike General Reserve Trust Fund, or escrow account with the DFS, pursuant to the locally funded agreement.

Local Government Provides Matching Funds - Local funds required to match federal aid funds that flow through the department, will be programmed with an allocation type 1 and will carry the LFF fund code. The programming will be as follows:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>% OBLIGATED in FAMS</u>
52	01	ER	\$820	1	100%
52	01	LFF	\$180	1	

When a local government manages an emergency repair project off the State Highway System and repairs are performed more than 180 days after the event or a permanent repair project off the State Highway System where the local funds are not required for deposit.

Local Government Provides Matching Funds - Local funds required to match federal aid funds that will not flow through the Department, will be programmed with an allocation type 4 and will carry the LFF fund code. The programming will be as follows:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>% OBLIGATED in FAMS</u>
58	01	ER	\$820	1	100%
58	01	LFF	\$180	4	

**D. REFERENCES**

Section [339.135](#), F.S.



**PART III - CHAPTER 13: FIXED CAPITAL OUTLAY**

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## **PART III - CHAPTER 13: FIXED CAPITAL OUTLAY**

### **A. OVERVIEW**

#### **1. DEFINITION**

Section [216.011.\(1\)\(p\)](#), Florida Statutes, defines fixed capital outlay (FCO) as the appropriation category used to fund real property (land, buildings including appurtenances, fixtures and fixed equipment structures, etc.) including additions, replacements, major repairs and renovations to real property which materially extend its useful life or materially improve or change its functional use, including furniture and equipment necessary to furnish and operate a new or improved facility, when appropriated by the Legislature in the FCO budget category.

In accordance with the Executive Office of the Governor (EOG) Capital Improvement Program Plan Instructions, Glossary Definitions, the FCO budget category **cannot** be used for the following:

- Normal, routine maintenance repairs that are a part of an ongoing maintenance program implemented by Florida Department of Transportation (department) employees
- Replacements of movable equipment or furnishings
- Equipment additions or replacements needed for facilities other than new ones or the improved portion of an existing facility

#### **2. TYPES OF FCO PROJECTS**

The FCO appropriations are comprised of three different types of buildings and grounds projects: major projects, statewide projects and minor projects.

- FCO major projects are new facilities or major additions/renovations to existing facilities costing \$1 million or more over a single or multiple years. FCO major projects are named and budgeted in unique budget categories.
- FCO statewide projects are those which have broad application across the department such as environmental site restoration (budget category 088763) and underground storage tank program-statewide (budget category 088542), etc. Environmental site restoration projects are generally budgeted at the level requested in years two through five of the prior year budget request. If appropriate, a change in budget level may be requested.
- FCO minor projects are those that cost less than \$1 million and are designed to renovate, accommodate changing use requirements, appreciably extend the useful life, upgrade for more efficient use or restore capacity to existing facilities. Minor projects are budgeted in the category for minor repairs/ improvement-statewide (budget category 080002).

#### **3. FCO PROGRAM EXCLUSIONS**

The FCO program excludes road and bridge facilities: rest areas, welcome centers, radio towers/buildings, microwave towers/buildings, railroad cars/facilities, credit unions, motorist aid towers/buildings, Fairbanks facilities, leased buildings, weigh facilities, bridge tender houses, toll/turnpike roadway facilities and buildings incidental to the roadway system. These facilities (i.e., non-FCO buildings) are supported by either the department's work program or operating budget categories.

#### **4. TURNPIKE ENTERPRISE**

The Florida Turnpike Enterprise (turnpike enterprise) FCO program is subject to the same level of review and control as other department buildings. Turnpike enterprise buildings, which are not

involved in the collection of turnpike revenue or not directly related to a specific turnpike project, will be considered part of the department's FCO program. More specifically, those buildings on Florida's Turnpike System, which are primarily administrative in nature and not associated with collection of turnpike enterprise revenue, such as toll plazas, sales facilities, service stations or facilities required for the operations of a specific revenue producing project, are included in the department's FCO program.

## **5. FCO CERTIFICATION FORWARD**

FCO appropriations are certified forward on February 1<sup>st</sup> and June 30<sup>th</sup>. Based on written project justifications from FCO coordinators, the FCO program manager prepares the certification forward request for submittal to the budget officer.

- February 1<sup>st</sup> certification forward: As authorized on July 1<sup>st</sup>, the department has 19 months from the effective appropriation date to have a project under contract, per Section [216.301\(2\)\(a\)](#), F.S. Failure to meet this requirement may cause funds to revert. Historically, the EOG guidelines state in part that the appropriation may be certified forward if it falls within one of the following:
  - The appropriation is under contract (i.e., a formal contract between the state and a construction contractor exists or a notice to award has been issued to the selected competitive bidder)
  - The appropriation was made for a non-construction project (e.g., for land acquisition, planning or design consulting fees necessary prior to construction)

FCO encumbrances and purchase orders are certified forward as of February 1st to a particular project, vendor and scope.

Note: Memo encumbrances for construction projects that have not yet been awarded to a contractor/vendor are subject to reversion if not under contract by January 31<sup>st</sup> per Section [216.301\(2\)\(b\)](#), F.S.

The department's budget officer submits its February 1st certification forward request to the EOG to certify outstanding obligations of FCO appropriations as of February 1st.

- June 30<sup>th</sup> certification forward: The department's Office of the Comptroller, in coordination with the Budget Office, prepares and submits its annual June 30<sup>th</sup> certification forward request to the EOG to certify outstanding obligations of FCO appropriations on or before August 1<sup>st</sup> per Section [216.301\(2\)\(c\)](#), F.S.

Note: FCO projects are excluded from the Work Program roll forward 12-month bid letting schedule. The FCO funds are programmed in the appropriation years and have 19 months to commit to contract.

## **B. PROGRAMMING GUIDELINES**

FCO projects are programmed with:

- Transportation System: 12
- Program Number: 37, unless otherwise noted
- FCO Fund Code (except for in-house phases, disasters and turnpike FCO projects; see the programming guidelines below for in-house phases; see the Emergencies chapter of these instructions for disaster; see the Turnpike Enterprise and Other Toll Facilities chapter of these instructions for turnpike projects)
- The phases used for FCO projects in the Work Program Administration (WPA) system include, but are not limited to, the following:



- Phase 31 – In-house preliminary engineering work performed by department staff on FCO projects is programmed with phase 31.  
  
Note: Use program number 00, DIH funds and operating budget (salaries and benefits) for phase 31.
- Phase 32 - Projects requiring preliminary engineering/consultant design services (architectural, mechanical, structural or electrical) are programmed with phase 32.
- Phase 43 - Projects requiring land acquisition are programmed as phase 43.
- Phase 52 - FCO construction projects are programmed as phase 52. FCO projects are eligible for the department's design build program. Design/build contracts are to be identified in WPA as phase 52, contract class 9. To program stipends for design build projects, see the Special Contracting Methods chapter of these instructions. The Financial Management System will not automatically generate DIH funds when a phase 52 is added to a FCO project. If in-house funding is needed, it must be manually added.
- Phase 56 - FCO utilities projects are programmed as phase 56.
- Phase 61 – In-house construction support work performed by department staff on FCO projects is programmed as a phase 61.  
  
Note: Use program number 00, DIH funds and operating budget (salaries and benefits) for phase 61.
- Phase 62 – FCO post design projects (construction, engineering and inspection) are programmed as phase 62.
- Phase 71 – In-house maintenance work performed by department staff on FCO projects is programmed as a phase 71. District FCO coordinators are responsible for notifying the district insurance coordinators as soon as the in-house maintenance is underway.  
  
Note: Use program number 00, D funds and operating budget (salaries and benefits) for phase 71.
- Phase 72 - General operational (building and grounds) maintenance repair work is programmed as a phase 72. This work includes preventive and general maintenance repair activities and routine facility costs for the Department of Transportation's buildings and grounds maintenance and repair program when requested in the Legislative Budget Request.  
  
Note: Use a separate (unique) item-segment number, program number CS, D fund, work mix 9925, and Contracted Services (Category 100777) budget for phase 72.  
  
The Contracted Services (program number CS) is excluded from counting against any maintenance targets.
- Phase 93 - Furniture and equipment purchases necessary to initially furnish and operate a new or improved portion of a facility for FCO projects are programmed as phase 93.
- Phase C2 - FCO environmental site restoration projects are programmed with phase C2.

New item segments are established for each new appropriation year and budget category. However, for continuing projects where item-segments already exist, additional segments may be added to the existing item number (e.g., environmental site restoration: FY 2015/16 = Segment 1; FY 2016/17 = Segment 2; FY 2017/18 = Segment 3; FY 2018/19 = Segment 4, etc.).

Item-segment comments on the Item Segment Definition (WP01) screen (extra description lines) of all FCO projects shall include the following information: the budget entity, appropriation/budget category, expansion option (EO), initial allocation amount, project description, organization code, fiscal year

and object codes. Any transfers of funds between district item segments, budgeting districts or between items within a single district are included both in the WP01 and Item Segment Change History (WP06) screens with a new total after transfers have been made. Transfers between phases/sequences within the same item-segment are entered in WP06 comments but do not need to be entered on the WP01 screen.

- WP01 Example 1 – Line descriptions:
  - Line 1 = Budget entity, budget category, expansion option (EO), initial appropriation amount  
Example: 55150200-080002-13-\$150,000 HVAC Replacement
  - Line 2 = Org code-fiscal year-object codes  
Example: 55024040210- 15/16- 131231, 561031
  - Line 3 = Transfer amounts between item segments or districts and new total
- WP01 Example 2 – Transfer between item segments:
  - From: Project item segment 417895-6
    - Line 1 = 55150200-080002-13-\$150,000 HVAC Replacement
    - Line 2 = 55044010410-15/16- 131231, 561031
    - Line 3 = -\$10,000 TO 417911-6-52-01; NEW TOTAL=\$140,000
  - To: Project item segment 417911-6
    - Line 1 = 55150200-080002-13-\$80,000 Roof Replacement
    - Line 2 = 55044010410-15/16-131231, 561031
    - Line 3 = +\$10,000 FROM 417895-6-52-01; NEW TOTAL=\$90,000
- WP01 Example 3 – FCO minor projects for outer years:

(The FCO minor projects for outer years (years two through five) are programmed showing the district's minor projects ceiling amount for each of the four years.)

- Line 1 = 55150200-080002-2014THRU2017-\$3,276,352 (4-YR TOTAL)
- Line 2 = 55014040110-2013/14THRU2016/17-5620XX (\$819,088 EACH YR.)

The district FCO coordinators and district work program offices verify that the new FCO projects have been programmed (in the tentative work program development cycle) and balanced to the approved project list and funding as submitted in the department's legislative budget request (LBR).

## **C. FCO CIP PLAN AND PROGRAMMING IN WORK PROGRAM ADMINISTRATION SYSTEM**

- The district FCO coordinators are responsible for the development and management of their district FCO program. Each district conducts an assessment of its unmet and forecasted future facility needs and develops their five-year Capital Improvement Program Plan (CIP) for inclusion in the department's LBR. District secretaries/assistant secretaries approve their respective district's five-year CIP Plan for submittal to the Budget Office. The central office management/executive team reviews and approves the department's proposed five-year CIP Plan. The first year of the department's five-year CIP Plan serves as the agency's FCO LBR and plan years two through five

include a description of anticipated FCO projects and funding needs per Sections [216.0158](#) and [216.043](#), F.S.

- The FCO program manager gives the proposed five-year FCO funding levels to the Program and Resource Allocation Office to finance the CIP Plan. As soon as the central office management/executive team approves the final version of the proposed FCO CIP Plan, the FCO program manager submits proposed projects to the district FCO coordinators to include in their district work program. The districts are responsible for programming FCO projects according to the levels approved by central office management/executive team and as provided by the central office FCO program manager.
- Working with the district work program staff, and with assistance from the FCO program manager, the district FCO coordinators program the approved projects.
- The FCO program manager, district FCO coordinators and district work program staffs verify the FCO programming estimates to ensure they are in balance with the FCO LBR budget allocations.
- The purchase of furniture and equipment using FCO funds: Specifically, Section [216.011\(1\)\(p\) F.S.](#), allows the use of FCO funds to purchase furniture and equipment necessary to furnish and operate a new or improved facility, when the project is appropriated in the General Appropriations Act (GAA) in the FCO category.

Note: The cost estimate for furniture and equipment must be clearly identified in the CIP Plan narrative.

Example: FDOT requested a major renovation project of a dilapidated facility in the City of Two Egg in the FCO legislative budget request which was approved in the GAA in an FCO budget category. The project includes renovation of office space with work stations, furniture and equipment and was identified in the narrative as a separate cost estimate in the CIP Plan. In this case, furniture and equipment may be purchased as part of the FCO project to initially furnish and operate the facility.

- If you plan to purchase furniture for public-private-partnership (P3) design-build projects or purchase replacement furniture independent of any new facility or improvement FCO project, please address this issue with your Budget Coordinator. A request for operating budget (i.e., expenses or operating capital outlay) may need to be submitted in the department's budget request. For assistance with programming furniture/equipment for P3 design-build projects, please contact your Work Program Development and Operations Office. [Rule 60A-1.017, Florida Administrative Code](#), should be considered in specific instances where a construction/service contract provides for a vendor to purchase tangible personal property to ultimately be transferred to FDOT.

## **D. WORK PROGRAM ADMINISTRATION SYSTEM – SCHEDULE A AND B**

The department's five-year FCO CIP Plan, is programmed in the WPA system to ensure FCO program objectives and funding levels are met.

- Schedule A of the Program and Resource Plan includes the FCO funding allocations to the districts by fund and fiscal year based on the five-year FCO CIP Plan requested in the department's LBR.
- Schedule B program targets by district and fiscal year are not issued for the FCO program since FCO funding allocation levels in the work program are reflected in Schedule A.

## **E. FLAIR CODES, PROJECT CORRELATIONS AND FCO IMMUNITY FILE FOR FCO PROJECTS**

- After the department's FCO budget request has been approved in the GAA, preparations are made for the new FCO projects in FLAIR and the WPA system prior to the start of the new fiscal year.

- The FCO program manager provides FLAIR information for the authorized FCO budget categories (e.g., budget categories, entities, organizational codes and object codes) to the department's General Accounting Office to set up the new set indicators, expansion options and object codes in FLAIR to ensure correct processing of invoice payments.
- The FCO program manager provides a list of authorized new FCO projects (e.g., district/unit, fund, budget categories and year, budget entities, item segments, phase-sequences, estimates and project descriptions) to the Office of Comptroller's Project Cost Management section to set up initial project correlations for the FCO projects. This step is to ensure correct accounting in FLAIR and to keep track of the FCO project costs in the work program cost tables.
- The FCO program manager also provides the list of new projects to the Office of the Comptroller's Project Cost Management section for inclusion in a special FLAIR FCO immunity file to identify authorized FCO projects/budget categories in FLAIR. The immunity file retains project entries in FLAIR so that encumbrances and payments for FCO projects can be processed.
- Note: Project entries that are added manually to the FLAIR system without going through the FCO program manager will not be included in the FCO immunity file and the entries will drop out of the FLAIR system.
- The FCO program manager submits a listing of the new projects via email to the district FCO coordinators that shows FCO budget categories, object codes and expansion options that have been entered in FLAIR and the FCO project correlation list that shows the project items, estimates and related information by district.
- The district work program offices then adopt the new FCO projects in the WPA system.

## **F. WORK PROGRAM ADMINISTRATION SYSTEM - FCO BUDGET ALLOCATIONS, CROSSWALK AND PRODUCTION ACCOMPLISHMENT REPORT**

### **1. FCO BUDGET ALLOCATION IN WORK PROGRAM SYSTEM**

After the GAA is available, the FCO program manager provides a list of FCO district budget allocations to the analyst in the Work Program Development Office to enter in the WPA. This step is also completed for any FCO budget allocation changes reflected in the department's amended LBR (if applicable), FCO budget transfers between districts/units; and prior year reversions. The FCO program manager and central office work program analyst monitor the FCO budget allocations to ensure that FCO budget allocations in the WPA and FLAIR budget allocations are balanced.

### **2. CROSSWALK FOR FCO PROJECTS**

At the beginning of the fiscal year, the approved FCO projects are entered in the WPA crosswalk, which identifies the correct transportation system, program of the Program and Resource Plan and budget category. The FCO program manager provides a list of FCO projects by trust fund, budget entity, budget category and item segment to the Office of Work Program and Budget Systems Support to enter in the FCO crosswalk. This step is also completed for any FCO item segment adopted changes in the WPA. For new FCO budget categories, send the request to the Program and Resource Plan supervisor to add the new categories to the WPA crosswalk.

### **3. PRODUCTION ACCOMPLISHMENT REPORT**

The production accomplishment report (PAR) is used to track and balance the federal and state funding levels in the State Transportation Trust Fund (STTF) by fund, district and fiscal year. The PAR reflects the current year Schedule A FCO fund allocations for the department's five-year FCO CIP Plan. After the GAA is available, the FCO program manager provides a list of district FCO fund allocations to the appropriate Office of Work Program and Budget staff. If the FCO projects were not

approved in the GAA, then appropriate adjustments are made in the FCO tentative work program development cycle estimates and the PAR. This step is also completed for any FCO fund allocation changes reflected in the department's amended LBR, if applicable, and for current year FCO budget transfers between districts/units. The FCO program manager and central office/district work program staff monitor the PAR periodically to ensure that FCO fund allocation levels and programming for district FCO projects are balanced.

Note: The Turnpike General Reserve Trust Fund FCO budget allocations are not entered in the PAR since turnpike projects are not in the STTF. FCO budget reconciliation/FCO reporting web reports are used by the FCO program manager to monitor the turnpike enterprise's FLAIR FCO budget and allocations.

## **G. FCO BUDGET AMENDMENT FOR 80% BUDGET RELEASE**

- At the beginning of the fiscal year, the EOG typically releases 20% of the FCO appropriations for the fiscal year. The Budget Office submits a budget amendment requesting release of the remaining 80% of the appropriations (e.g., minor renovations repairs/ improvements, environmental site restoration, underground storage tank program and major project, if applicable).
- Usually, the department receives approval of the FCO budget amendment for the 80% release by the end of July.

## **H. FCO PROGRAMMING CHANGES**

### **1. CHANGES WITHIN THE DISTRICT**

After the FCO projects have been added to the tentative work program development cycle and initially adopted in the WPA, FCO funds may be transferred and programmed between FCO item segment projects within a single budgeting district in the same budget entity, budget category (e.g., minor repairs/improvement - statewide budget category 080002) and fiscal year. The item segment-phase where the funds are moved must be reduced to equal the amount that is added to another item segment-phase. The WP01 description lines of both projects involved must reflect the change. The districts must coordinate this transfer through the central office FCO program manager to review the budget prior to the transfer and to ensure that newly adopted item segment changes are added to the FCO crosswalk and FLAIR FCO immunity file.

### **2. CHANGES BETWEEN DISTRICTS**

FCO budget and funds that have the same budget category (e.g., minor repairs/improvement - statewide budget category 080002 or statewide categories such as environmental site restoration - budget category 088763), budget entity and year may be transferred and programmed between district projects. Again, the item segment-phase from where the funds are moved must be reduced to equal the amount that is transferred to another item segment-phase. WP01 description lines must be updated to reflect the change. No budget with supporting funds shall be moved from one item to another item between districts without prior allotment transfer approval processed through the Budget Office located in central office.

Note: A portion of an appropriation for a named FCO project (in the GAA) found to be in excess of that needed to complete the project may only be transferred to another project where a deficiency is found to exist and when there has been an appropriation in the same fiscal year from the same fund. Such a transfer requires that the transfer of funds does not change the scope of the project and that a budget amendment must be submitted through the EOG to the Legislative Budget Commission for approval (Section [216.292\(4\)\(c\)](#), F.S.).

### **3. WPA ENTRIES**

District FCO coordinators are responsible for ensuring:

- FCO project estimates shown on the Item Segment Phase (WP04), Phase Estimate Detail (WP20) and Phase Financial Summary (WP21) screens of each item segment remain balanced with the total amount shown on the description lines of the item segment comments on the WP01 screen.
- All FCO work program items remain balanced (if one item or phase is increased, another item segment(s) or phase(s) must be decreased).
- The extra description lines of the item segment comments are included on the WP01 and the appropriate history change notes are made on WP06 screen.

## **I. REQUESTING TO ADOPT FCO PROGRAMMING CHANGES**

- District FCO coordinators request to adopt changes to FCO projects through the FCO program manager and the central office work program district representative.
- The FCO program manager reviews the requested FCO programming change; the central office work program district representative adopts the requested item change and notifies the FCO program manager, district FCO coordinator and district work program office when the item is adopted.
- The FCO program manager submits a request to the Office of Comptroller's Project Cost Management section for the addition of newly adopted projects to the FLAIR program FCO immunity file and requests addition of the new FCO item to the crosswalk.
- The district work program staff correlates the new project/change after the project is adopted.

Note: Work program amendments are **not** required for changes to the FCO projects and are exempt from the work program amendment process as provided in Section [339.135](#), F.S.

## **J. ALLOTMENT TRANSFERS: POSTING BUDGET ADJUSTMENTS IN FLAIR / WORK PROGRAM CHANGES**

Allotment transfers allow budget authority and funds to be moved between districts and must be in the same budget entity, budget category and fiscal year. Budget for named, project-specific budget categories are not transferred between projects or districts (i.e., Lake City Sign Shop, Replace-Bartow HVAC, etc.).

The FCO program manager coordinates the FCO allotment transfer requests between districts in conjunction with the district FCO coordinators. After the approved budget adjustments are posted in FLAIR, the FCO program manager notifies the respective district FCO coordinators, budget coordinators, Work Program Development and Operations Office and the Program and Resource Allocation Office. The district FCO coordinators are responsible for coordinating with their district work program office to have item estimate changes programmed in the WPA system.

## **K. REFERENCES**

[Transportation Capital Improvements Plans for Fiscal Years 2014-15 through 2018-19](#)

Section [216.011\(1\)\(p\)](#), F.S.

Section [216.301\(2\)\(a\),\(b\),\(c\)](#), F.S.

Section [216.0158](#), F.S.

Section [216.043](#), F.S.

Section [216.292\(4\)\(c\)](#), F.S.

Section [339.135](#), F.S.

Rule [60A-1.017](#), FAC

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## **PART III - CHAPTER 14: FLORIDA HIGHWAY PATROL SERVICE CONTRACTS**

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# **PART III - CHAPTER 14: FLORIDA HIGHWAY PATROL SERVICE CONTRACTS**

## **A. OVERVIEW**

The Florida Department of Transportation may contract directly with the Florida Highway Patrol (FHP) to provide traffic control services at construction sites. These services increase the level of safety at construction sites and reduce the number of injuries/fatalities involving motorists and construction workers. FHP presence has the added benefit of minimizing the disruption to traffic flow through construction zones.

FHP services not contracted directly by the department are included in the cost of construction and not programmed as a separate item.

## **B. PROGRAMMING GUIDELINES**

- Use phase 58 when programming direct contract FHP construction traffic control services. Use the same program number and system as the related construction phase 52.

Example: To program FHP services on a construction project:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	02	DS	\$1,000,000	1	20XX
58	01	02	DS	\$10,000	1	20XX

- During maintenance of a project, program FHP services using phase 78. See the Maintenance chapter for FHP service patrol contracts and instructions.

Example: To program FHP services on a maintenance project:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
78	01	00	D	\$10,000	1	20XX



## PART III - CHAPTER 15: FREIGHT, LOGISTICS & PASSENGER OPERATIONS

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## **PART III - CHAPTER 15: FREIGHT, LOGISTICS & PASSENGER OPERATIONS**

### **A. GENERAL OVERVIEW**

The areas of responsibility for the freight, logistics and passenger operations (FLP) program are: transit, aviation, rail, spaceports, intermodal and seaports. The districts are responsible for programming the freight, logistics and passenger operations projects. The central office is responsible for statewide projects and ensuring that program objectives are addressed.

The Florida Department of Transportation’s (department’s) freight, logistics, and passenger operations staff are responsible for coordinating with over 100 airports, two spaceports, 15 railroads, 15 seaports, and over 180 transit providers throughout the state. Statewide, these partners work with the department to provide a safe transportation system that ensures the mobility of people and goods. In response to the needs of our various transportation partners and their initiatives to improve mobility and connectivity, we must allow flexibility in our programs to ensure our combined efforts contribute to the overall multimodal transportation system.

### **B. GENERAL PROGRAMMING GUIDELINES**

Section [206.46\(3\)](#), Florida Statutes, requires that a minimum of 15% of all state revenues deposited into the state transportation trust fund be allocated to freight, logistics and passenger operations programs. Only DPTO, DDR, and PORT funds will be included in the 15% calculation. DPTO funds allocated for freight, logistics and passenger operations in Schedules A and B must be fully programmed. The Schedule B target for DDR funds is set at 15% of each district’s total DDR allocation.

Fund codes shown in programming matrixes will be used to program state funds for transit, aviation, spaceport, rail, intermodal and seaport projects.

Schedule B will include state budgeted funding targets for freight, logistics and passenger operations programs. Districts must program at least this minimum target amount.

All projects programmed against the targets in Schedule B must be consistent, to the maximum extent feasible, with approved local government comprehensive plans.

Applicable federal funds may also be programmed in accordance with each federal program requirements. For requirements, please see the Chapter titled **Overview of Major Programs** in Part IV of the Work Program Instructions.

The programming guidelines specific to each functional area in freight, logistics and passenger operations are found in the respective sections.

### **Multimodal Freight Projects**

The FAST Act establishes a new National Highway Freight Program (NHFP) to improve the efficient movement of freight on the National Highway Freight Network (NHFN) and support program goals. Beginning on December 4, 2017 (two years after enactment of the FAST Act) a State may not obligate NHFP funds unless it has developed a freight plan that is consistent with 49 U.S.C. 70202. Projects using NHFP funds must be identified in a state freight plan. [FAST Act § 1116; 23 U.S.C. 167]. Please see the Chapter titled **Overview of Major Programs** in Part IV of the Work Program Instructions for additional requirements.

All multimodal freight projects will be identified with the item group identifier FRGT.

## **C. DEFERRED REIMBURSEMENT AGREEMENT (DRA) PROGRAMMING GUIDELINES**

DRA projects are programmed to advance projects in the adopted work program and the local entity will be reimbursed in the future, within the five years of the adopted work program.

All DRA projects have to be tagged with item group identifier DRAD (deferred reimbursement agreement - department) or DRAL (deferred reimbursement agreement - local). These projects should be programmed individually and separated from non-DRA projects with the use of a separate item segment.

The item status on the Item Segment Definition (WP01) screen in the Financial Management (FM) system should be 070 or greater (contract executed) for projects that have been executed.

Fund code LFR (local fund reimbursement) will be used to program phase X4 for the department's commitment in the year to which the project/phase is advanced as reflected in the agreement. Phase X4 will be programmed if the department is letting the contract or doing the work with allocation type 1 (budgeted) and the project will be tagged with item group identifier DRAD. Phase X4 will be programmed if other agency (airport, seaport, etc.) is letting the contract or doing the work with allocation type 4 (non budgeted) and the project will be tagged with item group identifier DRAL.

Fund code LF (local fund) will be programmed on the primary phase if local entity is contributing funds for the total project cost (local match) with allocation type 4 (when there is a reasonable expectation that the funds will actually be received). The program number used for programming the local funds is the same as that being used for the major portion of the phase. If the local funds are the only funds on the phase, the program number should be that which is most appropriate for the type of work being performed (see Appendix D for a complete listing of current program numbers).

Fund codes DS, DPTO, DDR, GMR, SIWR or DIS will be used to program the phase A8 in the year the reimbursement to the local entity is to begin. Use the program number for the specific area within FLP when programming the A8 phase for reimbursement. The amount programmed on phase A8 should equal the amount of the LFR programmed on phase X4.

Example: To program an aviation DRA when the department does the work or lets the contract, include DRAD as the item group identifier:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
94	01	34	LFR	\$80,000	1	2019 (letting)
94	01	34	LF	\$20,000	1	2019 (letting) (local match)
A8	01	34	DPTO	\$80,000	1	2021 (payback)

Example: To program an aviation DRA where the locals or another agency do the work or let the contract, include DRAL as the item group identifier:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
94	01	34	LFR	\$80,000	4	2019 (letting)
94	01	34	LF	\$20,000	4	2019 (letting) (local match)
A8	01	34	DPTO	\$80,000	1	2021 (payback)

## **D. AVIATION AND SPACEPORTS**

### **1. OVERVIEW**

The aviation program provides assistance to Florida's airports in the areas of development, improvement, land acquisition, airport access and economic enhancement. Matching funds assist local governments and airport authorities in planning, designing, purchasing, constructing and maintaining public-owned, public-use aviation facilities, in accordance with Section [332.007 F.S.](#) Definitions and procedures for aviation programs are contained in department Procedures [725-040-040](#), [725-040-055](#), [725-040-060](#), [725-040-100](#), and [725-040-210](#).

All projects must be consistent with the role and function for each airport as defined by the Florida aviation system plan and the current airport layout plan (ALP) approved by the department.

Section [331.360](#), F.S., directs the department to coordinate in the development of spaceports and related transportation facilities (including those contained in the Strategic Intermodal System Plan), encourage coordination between airports and spaceports and foster interagency efforts to improve space transportation capacity and efficiency. The law also authorizes the department to provide funding assistance to Space Florida for projects that improve aerospace transportation facilities in Florida.

Strategic Intermodal System (SIS) spaceport projects should be programmed under the aviation program, unless otherwise directed by the Aviation and Spaceports Office. No other spaceport projects may be programmed, without Aviation and Spaceports Office approval.

Funds provided to the districts for aviation projects should be returned to central office if not utilized for purpose intended. The Production Accomplishment Report (PAR) and Schedule B will be adjusted accordingly. District funds gained from prior years through monthly reconciliation will be returned to the district modal program.

## **2. PROGRAMMING GUIDELINES - AVIATION**

- Transportation System: use System 09 - Aviation
- Work Mix: All aviation projects must have one of the following primary work mixes on the WP01 screen:
  - 8165 – PTO Studies
  - 8201 – Aviation Safety Project
  - 8203 – Aviation Security Project
  - 8205 – Aviation Preservation Project
  - 8207 – Aviation Capacity Project
  - 8209 – Aviation Environmental Project
  - 8211 – Airport Revenue/Operational Improvement
  - 9980 – Preliminary Engineering
- Additional work mixes may be used to describe the project on the Location Work Mix – Airport (WP12) screen. Additional work mix codes are listed on the Work Mix – List Display (WP93) screen.
- Phase: See the program plan crosswalk link in the References section of this chapter for appropriate phase information.
- Program number and fund code: See aviation project programming matrix.
- The airport discretionary capacity improvement program (program number 32) provides funding for projects which enhance intercontinental capacity at airports meeting criteria defined by Section [332.004\(5\)](#), F.S., with funding authorized by Section [332.007\(7\)](#), F.S. Eligible airports are: Ft. Lauderdale/Hollywood International, Miami International, Southwest Florida International, Orlando International, Orlando Sanford International and Tampa International Airports. Districts cannot transfer aviation grant funds into or out of the airport discretionary capacity improvement program.
- Work program items shall be entered from a work program code sheet/JACIP (Joint Automated Capital Improvement Program) data card form provided to the district work program staff by the district aviation staff and includes the following information:
  - Enter the (JACIP) unique project identification number (UPIN) on the Item Segment Location - Airport (WP08) screen. The UPIN will be provided by the district aviation staff.

Note: This does not apply to spaceport projects since they are not included in JACIP. The Aviation and Spaceports Office separately coordinates spaceport projects for inclusion in the work program.

- Each project must be reviewed by the district aviation staff prior to submitting the work program code sheet to the district work program office.
- The airport site number must be coded on the WP12 screen for all applicable projects. The airport name on the work program code sheet/JACIP data card must be identical to the airport name and associated site number provided in the airport site number using the Quick Reference on the Office of Work Program and Budget’s SharePoint site at the following link:

<https://owpb.fdot.gov/itemsegmentsearch/quickref.aspx>

Per Section 332.007(10), F.S., the department is authorized to fund strategic airport investment projects that:

- Provide important access and on-airport capacity improvements;
  - Provide capital improvements to strategically position the state to maximize opportunities in international trade, logistics, and the aviation industry;
  - Achieve state goals of an integrated intermodal transportation system;
  - Demonstrate the feasibility and availability of matching funds through federal, local, or private partners.
  - Strategic airport investment projects may be funded at up to 100 percent of the project’s cost.
- All strategic airport investment projects should be tagged with item group identifier SAI for tracking purposes.

Note: All strategic airport investment projects funded above 50 percent of the project’s cost must be approved by the Secretary or designee prior to programming.

- Aviation program matching ratios are authorized in Section [332.007](#), F.S., and are summarized as follows:

<b>Department’s Share of Project Funding</b>		
<b>Sponsor or Type of Project</b>	<b>If federal funding is available</b>	<b>If federal funding is <i>not</i> available</b>
Commercial Service Airports	Department provides up to 50% of non-federal share	Department provides up to 50% of total costs
General Aviation Airports	Department provides up to 80% of non-federal share	Department provides up to 80% of total costs
Not-for-profit organizations	Not applicable	Department provides up to 100% of total costs
Economic Development	Not applicable	Department provides up to 50% of total costs
Airport Loans	Not applicable	Department provides 75% interest free for 10 years
Projects statewide in scope, research, state or regional studies	Department provides up to 100% of non-federal share	Department provides up to 100% of total costs



Strategic Airport Investment Projects	Department provides up to 100% of non-federal share	Department provides up to 100% of total costs
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**a. Limitations on the Amount of Aviation Program Funds that can be Programmed Annually to Individual Airports:**

- The following three statutory requirements in Chapter [332.007](#), F.S., govern the maximum amount of aviation program funds that can annually be allocated to an airport:
  - No single airport shall secure airport or aviation development project funds in excess of 25 percent of the total aviation development project funds available in any given budget year.
  - Any airport which receives discretionary capacity improvement project funds in a given fiscal year shall not receive greater than 10 percent of total aviation development project funds appropriated in that fiscal year.
  - No single airport shall secure discretionary capacity improvement project funds in excess of 50 percent of the total discretionary capacity improvement project funds available in any given budget year.

When determining the maximum amount of aviation program funds, only use district dedicated revenue funds (DDR), state FLP funds (DPTO), state primary highways and FLP funds (DS), and Strategic Airport Investment funds within Budgeting Districts 1-7 and 30 in Budget Category 088719. Airport or aviation development projects include Programs 28, 33, 34, 91 and 99. Airport or aviation discretionary capacity improvement projects include only Program 32. Do not include non-aviation funds, such as: strategic intermodal funds (DIS, GMR, or SIWR); state infrastructure bank (SIB) funds; transportation regional incentive program (TRIP) funds; local funds (LF); federal aviation administration funds (FAA); Secure Airports for Florida’s Economy funds (SAFE); and other modal program funds, such as rail program funds, since they were created or included after the requirement became law and are allocated to the airports by other department programs or processes.

The compliance calculations are computed and reflected in the Florida Aviation Database – Joint Aviation Capital Improvement Program and monitored by the central Aviation and Spaceports Office and the districts.

**Aviation Programming Example:**

The department has committed to funding 80% of the capital costs of the construction of a multi-use hangar at a general aviation airport, subject to a 20% local funds commitment. A joint participation agreement is being negotiated for an 80/20 state and local funds match. Total project cost, including final design, is \$1 million. Using the Work Program Code Sheet/JACIP Data Card, the project is programmed as follows:

<u>FUNDS</u>	<u>AMOUNT</u>	<u>PROGRAM NO.</u>	<u>ALLOC TYPE</u>
DPTO	\$800,000	34	1
LF	\$200,000	34	4

**3. PROGRAMMING GUIDELINES - “UNITED WE STAND” LICENSE PLATE PROCEEDS**

Proceeds from the “United We Stand” license plate are dedicated to the department pursuant to Section [320.08058\(32\)](#), F.S., and Chapter 2010- 225 Laws of Florida, and must be used for airport management/security training (Phase 82, Program No. 20) or to fund security-related aviation projects (Phase 94, Program No. 33 or 34 depending on airport classification Commercial or General Aviation Airport).

- The central office Freight, Logistics and Passenger Operations – Aviation and Spaceports Office coordinates the programming with the districts.
- Transportation System: Use System 09 – Aviation.
- Work Mix: Use appropriate work mix (see appendix D for work mix codes).
- Phase: See the program plan/work program/budget crosswalk link in the References section of this chapter for appropriate phase information.
- Program Number and Fund Code: See Aviation Project Programming Matrix.

**AVIATION PROJECT PROGRAMMING MATRIX**

System 09 Pgm. Nos.	Budget Category 088719 Program Name	District Allocation Method	Budgeted Federal Fund	Non- Budgeted Federal Fund	Non- Budgeted Local Fund	State Fund	Phase	Comments
33	Commercial Service	Needs Based **	Not applicable	FAA	LF	DS/DDR DPTO DIS/GMR/SIWR/ SAFE	*	Administered by Districts - Procedure Ref. 725-040-040
34	General Aviation	Needs Based **	Not applicable	FAA	LF	DS/DDR DPTO DIS/GMR/SIWR SAFE	*	Administered by Districts - Procedure Ref. 725-040-040
91	Aviation Land Acquisition	Needs Based **	Not applicable	FAA	LF	DS/DDR DPTO	*	Administered by Districts - Procedure Ref. 725-040-040 & 725-040-055
99	Airport Economic Development	Needs Based **	Not applicable	Not applicable	LF	DS/DDR DPTO	*	Administered by Districts Procedure Ref. 725-040-060
32	Discretionary Capacity	Needs Based **	Not applicable	FAA	LF	DS/DDR DPTO	*	Administered by Districts
28	Master Plan (Airport Planning Projects)	Needs Based **	Not applicable	FAA	LF	DS/DDR DPTO	*	Administered by Districts - Procedure Ref. 725-040-100 & 725-040-040
20	Technical Assistance	Statewide	DU	Not applicable	Not applicable	DS/ DPTO SAFE	*	Administered by Statewide Central Office managing District 30

\* See the program plan crosswalk link in the References section of this chapter for appropriate phase information.

\*\* Needs Based means the districts submit SIS project candidates to central office and projects are funded based on program criteria.

#### **4. PROGRAMMING GUIDELINES - SPACEPORTS**

- The central office Freight, Logistics and Passenger Operations – Aviation and Spaceports Office coordinates the programming of projects with the districts.
- Transportation System: use System 09 – Aviation.
- Work Mix: All spaceport projects must have one of the following primary work mixes on the WP01 screen:
  - 8880 – Spaceport Safety Project
  - 8881 – Spaceport Security Project
  - 8882 – Spaceport Preservation Project
  - 8883 – Spaceport Capacity Project
  - 8884 – Spaceport Environmental Project
  - 8885 – Spaceport Revenue/Operational Improvement
- All spaceport projects should be tagged with item group identifier SPT for tracking purposes.
- Phase: See the program plan crosswalk link in the References section of this chapter for appropriate phase information.
- Program Number and Fund Code: See spaceport project programming matrix.
- Spaceport projects must be coded on the WP12 screen with one of the applicable site numbers created for each of the 5 spaceport territories identified in s. 331.304 F.S.
  - 03534.\* Z - Eglin Air Force Base
  - 03453.\* Z - Cape San Blas
  - 03532.\* Z – Space Coast Regional Airport, Space Coast Regional Airport Industrial Park and Spaceport Commerce Park
  - 03531.\*Z – Cape Canaveral Spaceport
  - 03250.\*Z – Cecil Airport and Cecil Commerce Center
- A state share or matching ratio of up to 50% of eligible project costs must be used for spaceport infrastructure projects programmed with work program phase 94 (Capital Grant). A match is not required for spaceport consultant/grant work, including: planning, project development and environmental work, project management, engineering support/evaluations, etc., programmed as work program phase 12 or 14.
- Pursuant to Section [331.371](#), F.S., the department may, in consultation with Space Florida, fund up to 100% of spaceport launch support facilities investment “projects” and “spaceport discretionary capacity improvement projects”, as defined in Section [331.303](#), F.S. if:

- Important access and on-spaceport and commercial launch facility capacity improvements are provided;
- Capital improvements that strategically position the state to maximize opportunities in international trade are achieved;
- Goals of an integrated intermodal transportation system for the state are achieved; and
- Feasibility and availability of matching funds through federal, local, or private partners are demonstrated.

If the Aviation and Spaceports Office determines the above criteria has been met and intends to participate more than 50% on a project, the statutory authority to do so should be noted under the project’s item segment comments in the Financial Management System.

**SPACEPORT PROJECT PROGRAMMING MATRIX**

System 09 Pgm. Nos.	Budget Category 088719 Program Name	District Allocation Method	Budgeted Federal Fund	Non- Budgeted Federal Fund	Non- Budgeted Local Fund	State Fund	Phase	Comments
SF	Spaceport Projects	Statewide	Not applicable	Not applicable	LF	DS/ DDR/ DPTO/ GMR/ DIS/SIWR	*	Administered by Statewide Central Office managing District 30

\* See the program plan crosswalk link in the References section of this chapter for appropriate phase information.

**E. INTERMODAL ACCESS PROGRAM**

**1. OVERVIEW**

The intermodal access program provides assistance for major capital investment in fixed guideway transportation systems; access to seaports, airports and other transportation terminals, providing for the construction of intermodal or multimodal terminals; and to otherwise facilitate the intermodal or multimodal movement of people and goods. It supports projects which provide improved access to intermodal or multimodal transportation facilities and the construction of multimodal terminals. Projects funded under this program include rail access to airports and seaports, interchanges and highways which provide access to airports, seaports and other multimodal facilities. This program is authorized by Section [341.053](#), F.S.

Section [311.101](#), F.S., provides that intermodal logistics center infrastructure support program (ILC) project funds may be used for connector projects; roads, rail facilities or other means of conveying goods or shipment of goods to or from an ILC through one or more seaports listed in Section [311.09](#), F.S. The department may provide funds up to 50% of project costs for eligible projects proposed to be funded in the tentative work program developed pursuant to Section [339.135\(4\)](#), F.S. All projects funded through this program should have the ILC item group identifier added on the Item Segment Group (WP03) screen.

## **2. PROGRAMMING GUIDELINES**

In programming projects, the transportation system should reflect the facility involved in the project. For example, a highway project that provides access to an airport would be programmed with a highway transportation system, e.g., transportation system 03 (Intrastate State Highway). Transportation system 15 (Multimodal) would be used for those projects that lie within the boundaries of a multimodal facility; e.g., the Miami Intermodal Center.

- The program number should reflect the purpose of the project, e.g. program number 05 (Resurfacing). Program number 11 (Intermodal Access) would be used for capacity projects only, such as:
  - Intermodal studies (feasibility, preliminary design and engineering)
  - Fixed guide-way systems
  - Capacity road and capacity rail projects that are designed to terminate at major modal facilities (airports, seaports, railroad and transit terminals, etc.)
  - Intermodal and multi-modal transportation terminals
  - Development of dedicated bus lanes
  - Private or public projects which otherwise facilitate the intermodal movement of people and goods
  - Joint projects involving private carriers or facility operators are eligible provided a demonstrable public benefit will result from the intermodal project
- Transportation System: Should reflect the facility involved in the project as explained above
- Work Mix: Must be one of the following work mixes approved for intermodal projects.

Note: A capacity work mix or a primary FLP work mix is required.

- Valid Work Mixes For Intermodal  
0037, 0040, 8053, 8099,8165, 8201, 8203, 8205, 8207, 8209, 8211, 8310, 8335, 8340, 8345, 8350, 8355, 8360, 8401, 8402, 8403, 8404, 8406, 8407, 8420, 8705, 9980
- Capacity Work Mixes (Valid for Intermodal)  
0002, 0020, 0023, 0025, 0026, 0213, 0218, 0229, 0230, 0232, 0234, 0236, 0547, 0549, 0550, 0551, 0630, 0750, 0752, 0753, 0754, 0756, 0760, 2000, 8051, 8140, 8207, 8350, 8401, 9916, 9982, 9999
- Phase: See the program plan crosswalk link in the References section of this chapter for appropriate phase information.
- Fund Code: See intermodal project programming matrix.

Examples:

A project to construct the internal roadway system within the boundaries of an intermodal center would be programmed using transportation system 15, program number 11, with a capacity work mix.

A project to widen and add lanes to a highway to provide improved direct access to an airport (roadway terminates at the airport) would be programmed with a roadway transportation system, program number 11, with a capacity work mix. A project to widen and add lanes to a highway which may provide access to an airport but does not terminate at the airport would be programmed with a roadway transportation system, with program number 02, with a capacity work mix.

All intermodal access projects must have an item group identifier on them. These are listed in the table below.

Item Group	Description
ARPT	Airport Projects
SEAP	Seaport Projects
RAIL	Rail Projects
TRNS	Transit Projects
TERM	Intermodal Terminal Projects
FFND	Future Funding/Districtwide Projects
MIC	All Miami Intermodal Center Projects, including Terminals

**Intermodal Access Program Project Programming Matrix**

System (See Xwalk) Pgm. Nos.	Budget Category 088809 Program Name	District Allocation Method	Budgeted Federal Fund	Non-Budgeted Federal Fund	Non-Budgeted Local Fund	Budgeted Local Fund	Budgeted State Fund	Funding Ratios F=Federal L=Local S=State	Phase	Comments
11	Intermodal Development (FLP Grants and Consultants)	Formula	CM STP DFTA	FTA FTAT	LF		DS/DDR DPTO	S = not to exceed ½ non-federal share unless project is of statewide or regional significance.	*	Administered by FDOT- These projects are primarily grants to local governments. May be funded at 100% if statewide or regional. See Technical Guidelines for typical eligible projects.
11	Intermodal Development (Highway Contract Letting)	Formula	CM STP DFTA	FTA FTAT				F = 100%	*	Administered by District. Construction & Consultant Projects
System (See Xwalk) Pgm. Nos.	Budget Category 088777 Program Name	District Allocation Method	Budgeted Federal Fund	Non-Budgeted Federal Fund	Non-Budgeted Local Fund	Budgeted Local Fund	Budgeted State Fund	Funding Ratios F=Federal L=Local S=State	Phase	Comments
11	Intermodal Development R/W Category	Formula	CM STP DFTA	FTA FTAT				F = 100%	*	Administered by District. For R/W projects in the Intermodal Development Program
System 15 Pgm Nos.	Budget Category 088809 Program Name	District Allocation Method	Budgeted Federal Fund	Non-Budgeted Federal Fund	Non-Budgeted Local Fund	Budgeted Local Fund	Budgeted State Fund	Funding Ratios F=Federal L=Local S=State	Phase	Comments

11	Intermodal Logistics Center Infrastructure Support Program	Allocated by FDOT			LF		DPTO DS	Up to 50% S=but not more than 50% of available funds in a single fiscal year	*	Administered by Central Office to provide funds for on-hub infrastructure connector/access projects. Funding in a single fiscal year may be distributed among several projects and no single project will receive in excess of 50% of available program funds in a single fiscal year.
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\* See the program plan crosswalk link in the References section of this chapter for appropriate phase information.

## F. RAIL

### 1. OVERVIEW

The rail program includes financial and technical assistance for intermodal projects, rail safety inspections, regulation of railroad operations and rail/highway crossings, identification of abandoned rail corridors, recommendations regarding acquisition and rehabilitation of rail facilities and assistance for developing intercity rail passenger service or commuter rail service. Definitions and procedures for rail programs are contained in Procedures [000-725-003](#), South Florida Rail Corridor Clearance; and [725-080-002](#), Rail Office Programs Handbook Adoption Procedure.

In December 2009, House Bill 1B established the Florida Rail Enterprise. Florida Rail Enterprise funds are for statewide use and should be returned to central office if not utilized for intended purpose.

### 2. PROGRAMMING GUIDELINES

- Transportation System: Use system 10 – Rail.
- Work Mix: All rail projects must have one of the following primary work mixes on the WP01 screen:
  - 8115 – Technical Assistance
  - 8165 – PTO Studies
  - 8310 – Purchase Rail Right of Way
  - 8335 – Rail Safety Project
  - 8340 – Rail Security Project
  - 8345 – Rail Preservation Project
  - 8350 – Rail Capacity Project
  - 8355 – Rail Environmental Project
  - 8360 – Rail Revenue/Operational
  - 8420 – Intermodal Hub Capacity

Additional work mixes may be used to describe the project on the location work mix – road (WP11) screen. Additional work mix codes are listed on the WP93 screen.

- Phase: See the program plan crosswalk link in the References section of this chapter for appropriate phase information.
  - Use phase 57 for all Signal Safety Improvement (Program 53) projects and for production projects where a highway project has a small rail component. Use phase 37 for rail studies, surveys, and planning prior to rail construction.
- Program Number and Fund Code: See rail project programming matrix.

The department may fund up to 50% of the non-federal and non-private share of the costs of any eligible railroad capital improvement project that is local in scope.

The department is authorized to fund up to 100% of the cost of any eligible railroad capital improvement project that is statewide in scope or involves more than one county if no other governmental unit of appropriate jurisdiction exists (non-state owned can be funded up to 100% with Assistant Secretary approval).

The department is authorized to fund up to 100% of the costs of any railroad capital improvement project involving the acquisition of right of way for future transportation purposes. Department fund participation in such projects shall be credited as part of the appropriate share of participation by the department in total project cost for any future project involving such right of way.

Monies in the state transportation trust fund (STTF) may not be used for administrative expenses of commuter rail authorities that do not operate rail service. Work mix 8350 rail capacity projects must include railroad post locations at the beginning and end points of the capacity project. Rail ID and milepost may be obtained from the department’s rail base map.

Example: The department has committed to funding 75% of the capital costs of the construction of a short-line railroad bridge, subject to a 25% commitment from the railroad company. A joint rail project agreement is being negotiated for a 75/25 state and local funds match. Total project cost is \$1 million. The project is programmed as follows:

<u>FUNDS</u>	<u>AMOUNT</u>	<u>PROGRAM NO.</u>	<u>ALLOC TYPE</u>
DPTO	\$750,000	29	1
LF	\$250,000	29	4

### **3. HIGHWAY-RAIL GRADE CROSSING SAFETY IMPROVEMENT PROGRAM**

#### **a. Overview**

Highway-rail grade crossing safety improvement program projects are programmed based on diagnostic field review team recommendations using 100% federal funds. Such projects are funded with RHH (Rail/Highway Crossing - Hazard Elimination), RHP (Rail/Highway Crossing – Protective Devices), and HSP (Highway Safety Program) funds. This program funds installation of traffic control devices and other related safety work at highway-rail grade crossings. Diagnostic teams are comprised of multidiscipline individuals and must include personnel from district and central rail and the railroad partner; and may include traffic operations, safety offices, and local government representatives. Projects are selected for review and



implementation based on signal safety index priority; comprehensive corridor reviews; collision history; rail frequency/speed; Federal Railroad Administration, railroad or inspector noted safety issues; and low cost safety improvement programs. Final projects are selected by the central Rail Office on an annual basis and programmed in the first year of the tentative work program by the district. Remaining outer-year funds are programmed in a statewide box by the central Rail Office. Districts are to submit cost estimates for all locations reviewed during diagnostic field reviews to the Rail Office prior to August 31st of each year.

Schedule B contains eligible fund allocations in the current and first available years. Rail/highway crossing funds cannot be used on interstate projects nor in-house phases.

Projects shall be submitted, reviewed, and implemented in accordance with Procedure [725-080-002](#), Rail Office Programs Handbook Adoption Procedure.

#### **b. Programming Guidelines**

- Transportation System: Use Systems
  - 03 -Intrastate State Highway
  - 05 -Non-Intrastate State Highway
  - 06 - Non-Intrastate Off State Highway, or
  - 16 -Off State Hwy Sys/Off Fed Sys
- Work Mix: Use 8335 – Rail Safety Project for the primary work mix on the WP01 screen. Additional work mixes may be used to describe the project on the Location Work Mix – Road (WP11) screen. Additional work mix codes are listed on the Work Mix – List Display (WP93) screen.
- Item segment comments: item segment comments must include all railroad crossing numbers associated with the project.
- Phase: See the program plan crosswalk link in the References section of this chapter for appropriate phase information.
- Program number and fund code: See the rail project programming matrix.

Crossing closure incentive: The department may make matching railroad crossing closure incentive payments to local governments up to \$7,500. Use program 53 RHP or RHH funds, phase 94, work mix 8335, allocation type 1, and matching LF funds, allocation type 4.

### **4. SOUTH FLORIDA RAIL CORRIDOR**

#### **a. Overview**

The South Florida Rail Corridor (SFRC) was purchased in 1988 by the department to preserve a transportation corridor paralleling existing interstate 95 right of way. This project increased railroad capacity in the southeast Florida area. The acquisition included revenue producing

assets that are assigned to the department as part of the purchase agreement. The department allocates these revenues back into the corridor as DL funds. The revenue allocations are provided by the comptroller to the SFRC coordinator monthly. These revenues are not sufficient to meet all programming needs for the corridor. DL funds will be utilized first on operating assistance. Corridor funding is subsidized by portions of the state funds allocated for the intermodal program. Program 29 funds (rail passenger service development) are used to subsidize DL funds. The department annually provides \$4,000,000 ACNP funds for SFRC operating assistance.

**b. Programming Guidelines**

- Transportation System: Use System 10 – Rail.
- Work Mix: Use 8350 for SFRC and the double tracking project. Use 8360 for SFRC operating assistance.
- Phase: See the program plan crosswalk link in the References section of this chapter for appropriate phase information.
- Program Number and Fund Code: See rail project programming matrix.

**5. PROGRAMMING OF SROM FOR SUNRAIL OPERATIONS AND MAINTENANCE FROM SUNRAIL REVENUES**

The fund code SROM was created in order to program the various revenues that are received from the other revenue sources associated with SunRail (usage fees, ROW leases, advertising, etc.)

The Project Finance Office in coordination with the General Accounting Office will set the fund allocation for SROM.

When programming, use transportation system 08 (Transit); work mix 8420 (Intermodal Hub Capacity); phase 82.

<b>Rail Project Programming Matrix</b>										
System 10 Pgm. Nos.	Budget Category 088808 Program Name	District Allocation Method	Budgeted Federal Fund	Non-Budgeted Federal Fund	Non-Budgeted Local Fund	Budgeted Local Fund	State Fund	Funding Ratios F=Federal L=Local S=State	Phase	Comments
29	Rail Passenger Service Development	Needs Based **	ACNP DFTA	FTA	LF		DS DDR DPTO DIS GMR SIWR  TRIP	½ the non-federal share. 100S (statewide significance. or more than 1 county)  50S/50F 100S	*	Administered by FDOT- Used for capital and operating assistance for commuter rail, intercity and rail passenger services.  Per <a href="#">Section 341.303 (5)(a)(b)</a> , F.S.
62	Rail Rehabilitation & Preservation	Benefit cost analysis of candidate projects	FRA					100F Grants	*	Administered by Central Office - Federal grant controls implementation of program.

<b>Rail Project Programming Matrix</b>										
System 10 Pgm. Nos.	Budget Category <b>088808</b> Program Name	District Allocation Method	Budgeted Federal Fund	Non- Budgeted Federal Fund	Non- Budgeted Local Fund	Budgeted Local Fund	State Fund	Funding Ratios F=Federal L=Local S=State	Phase	Comments
36	RR xing Safety Improvements for Designated High Speed Rail Corridors	Results of diagnostic reviews	HSR					100F Grants	*	Administered by District - Section 1103(f) program; these funds are to be used for improving safety in the high speed passenger rail corridor between Tampa, Orlando and Miami.
36	Railroad Crossing Signal Maintenance	By Crossing Agreement					DS DPTO	100S	*	Administered by Central Office – <a href="#">Section 335.141</a> ; 341.303, F.S.
20	Rail Consultants	Needs Based **					DS DPTO	100S	*	Administered by Central Office
53	Rail/Highway Crossing Safety Improvement Prog. Statewide. – Protective Devices	Results of diagnostic reviews	RHP					100F	*	Administered by Central Office to be used for improving safety in all rail corridors Statewide
53	Rail/Highway Crossing Safety Improvement Prog. Statewide – Hazard Elimination	Results of diagnostic reviews	RHH					100F	*	Administered by Central Office to be used for improving safety in all rail corridors Statewide.
29	South Florida Rail Corridor	Reprogram revenue back to project				DL		100L	*	Administered by District Four to reprogram revenue back into project. Utilize DL funds first on operating assistance.
29	Rail Freight Projects	Needs Based **			LF		DIS GMR SIWR	50S/50L 75S/25L	*	Administered by Central Office - Funding ratio depends on railroad class.

\* See the program plan crosswalk link in the References section for appropriate phase information.

\*\* Needs Based means the districts submit project candidates to central office and projects are funded based on program criteria.

## **G. SEAPORTS**

### **1. OVERVIEW**

The seaport program provides financial and technical assistance to all seaports listed in Section [311.09](#), F.S.

Funding for Florida Seaport Transportation and Economic Development (FSTED) Program (Section [311.07, F.S.](#)) projects are state-funded on a 50/50 matching basis. An exception to the 50/50 match is projects that involve the rehabilitation of wharves, docks, berths, bulkheads, or similar structures shall require a 25% non-state match.

Similarly, seaport intermodal access projects (Sections 341.053 and 320.20(4), F.S.) are funded on a 50/50 matching basis, as described in Section 311.07(3)(b), F.S. Intermodal access projects that involve the dredging or deepening of channels, turning basins, or harbors; or the rehabilitation or

construction of wharves, docks or similar structures require a 25% match from port funds, federal funds, local funds or private funds.

Section [320.20](#), F.S., provides funding to pay debt service on series 1996 and series 1999 bonds issued by the Florida Ports Financing Commission (FPFC).

Section [311.10](#), F.S., provides a minimum of \$35 million annually for strategic port investment initiative projects. The projects are selected from a priority list that meet the state's economic development goals of becoming a hub for trade, logistics and export-oriented activities. These projects shall be programmed with the item group identifier SPII (strategic port investment initiative); this funding comes primarily from Strategic Intermodal System (SIS) funds.

Section [339.0801, F.S.](#), provides that \$10 million annually shall be used for the seaport investment program (POED funds). The Division of Bond Finance issued series 2013 bonds in January 2014, generating \$150 million to fund fourteen seaport projects. Therefore, projects programmed in FY2014 and FY2015 with these funds may be bonded. The majority of the annual allocation is used for the payment of principal and interest (debt services) on the series 2013 revenue bonds. Funds remaining after annual debt service payments are used to fund any seaport project identified in the adopted work program. These funds are in addition to any amounts provided for and appropriated in accordance with Section [311.07](#) and Section [320.20\(3\)](#) and [\(4\), F.S.](#) POED and federal funds must be programmed on separate financial project sequences. POED funds should be programmed with pay sequence 1, other state funds with pay sequence 2, and local funds with pay sequence 3.

## **2. PROGRAMMING GUIDELINES**

- Item Description: District Seaport staff must coordinate with the State Seaport Office when developing an item description for a new project.
- Transportation System: Use system 11 – Seaports.
- Work Mix: All seaport projects must have one of the following primary work mixes on the WP01 screen:
  - 8165 – PTO Studies
  - 8401 – Seaport Capacity Project
  - 8402 – Seaport Safety Project
  - 8403 – Seaport Security Project
  - 8404 – Seaport Preservation Project
  - 8406 – Seaport Environmental Project
  - 8407 – Seaport Revenue/Operational Improvement
  - 8408 – Seaport Intermodal Logistic Centers (ILC)

Additional work mixes may be used to describe the project on the Location Work Mix – Seaport (WP13) screen. Additional work mix codes are listed on the WP93 screen.

- Phase: See the program plan crosswalk link in the References section of this chapter for appropriate phase information.
- Program number and fund code: See seaport project programming matrix.
- Districts should consult with their respective ports regarding selection of eligible seaport grant projects.
- Use DPTO with distribution area FSTD for the additional state funds provided by the department to the Florida Seaport Transportation and Economic Development Program.
- Work Program items shall be entered from a Work Program/SeaCIP Data Card form provided electronically to the district work program office by the district seaport staff. This form will include the following information:
  - The SeaCIP unique project identification number (UPIN) on the Item Segment Location – Seaport (WP09) screen. The UPIN will be provided by the district seaport staff.
  - The seaport site codes are listed on the Work Program Administration Seaport (WP18) screen and must be coded on applicable seaport projects.

Example: The department has committed to funding 50% of the capital costs of the construction of an on-port facility, subject to a 50% local match from the port. A joint participation agreement (or public transportation grant agreement) is being negotiated for a 50/50 state and local funds match. Total project cost is \$6 million. The project is programmed as follows:

<u>FUNDS</u>	<u>AMOUNT</u>	<u>PROGRAM NO.</u>	<u>ALLOC TYPE</u>
PORT	\$3,000,000	76	1
LF	\$3,000,000	76	4

### **3. SEAPORTS - NON-BUDGETED**

Projects partially funded using federal funds from the Army Corps of Engineers (COE) will be included in the work program for reporting purposes only.

Programming guidelines: These non-budgeted projects will be programmed in the department’s tentative work program from a list of projects submitted by the FSTED. The district freight, logistics and passenger operations staff will be responsible for coordinating the programming of these projects with the district work program office and will also be responsible for ensuring the updating of cost estimates and status codes. See seaport project programming matrix below.

#### **Seaport Project Programming Matrix**

System 11 Pgm. Nos.	Category 088794 Program Name	District Allocation Method	Non- Budgeted Federal Fund	Non- Budgeted Local Fund	Budgeted State Fund	Funding Ratios F=Federal L=Local S=State	Phase	Comments

76	Seaports	Allocated by FSTED/ FDOT	COE	LF	PORT PORB POED	50L/50S 25L/75S	*	The Florida Seaport Transportation and Economic Development Council and FDOT determines seaport projects eligible for State funding and are programmed as budgeted in the work program.  COE fund code is to be used when the U.S. Corps of Engineers participates in project funding.
76	Strategic Port Investment Initiative Program (SPII)	Allocated by FDOT	COE	LF	DIS,GMR,SIWR ,DPTO,DDR, DS, POED	50L/50S 25L/75S		
<b>System 11 Pgm. Nos.</b>	<b>Category 088790 Program Name</b>	<b>District Allocation Method</b>	<b>Non- Budgeted Federal Fund</b>	<b>Non- Budgeted Local Fund</b>	<b>Budgeted State Fund</b>	<b>Funding Ratios F=Federal L=Local S=State</b>	<b>Phase</b>	<b>Comments</b>
71	Seaports	Statutory Mandate			PORT	100S	*	\$15M (annually) for the Florida Ports Financing Commission to pay debt service cost on bonds issued per Section 320.20(3), F.S.
<b>System 11 Pgm. Nos.</b>	<b>Category 088791 Program Name</b>	<b>District Allocation Method</b>	<b>Non- Budgeted Federal Fund</b>	<b>Non- Budgeted Local Fund</b>	<b>Budgeted State Fund</b>	<b>Funding Ratios F=Federal L=Local S=State</b>	<b>Phase</b>	<b>Comments</b>
77	Seaport Access	Statutory Mandate			PORT	100S	*	\$10M (annually) Florida Statute passed in 1997 Legislative Session for access projects to Seaports only (see Section 320.20(4), F.S.).
<b>System 11 Prom. Nos.</b>	<b>Category 088807 Program Name</b>	<b>District Allocation Method</b>	<b>Non Budgeted Federal Fund</b>	<b>Non Budgeted Local Fund</b>	<b>Budgeted State Fund</b>	<b>Funding Ratios F=Federal L=Local S=State</b>	<b>Phase</b>	<b>Comments</b>
PO	Seaport Investment Bond Fund	Statutory Mandate		LF	POED	50L/50S 25L/75S	*	\$10M (annually) revenue stream to pay bond debt service for seaports Remaining revenue not needed for debt service is used to fund projects under category 088794. Section 339.0801, F.S.

\* See the program plan crosswalk link in the References section of this chapter for appropriate phase information.

## H. TRANSIT

### 1. OVERVIEW

The transit program provides financial and technical assistance to transit, paratransit and ridesharing systems. Definitions and procedures for transit programs are contained in department Policies [000-725-010](#), [000-725-025](#), [000-725-050](#) and department Procedures [725-030-001](#), [725-](#)

[030-002](#), [725-030-003](#), [725-030-004](#), [725-030-005](#), [725-030-008](#), [725-030-010](#), [725-030-025](#), [725-030-030](#), [725-030-035](#) and [725-030-040](#).

## **2. FEDERAL TRANSIT ADMINISTRATION (FTA)**

To ensure all transit projects funded with FTA funds are included in the State Transportation Improvement Plan (STIP), projects in the Metropolitan Planning Organization Transportation Improvement Plan (MPO/TIP) will be programmed in the department's five-year work program whether or not a state matching share is involved. Projects listed in the department's five-year work program with a status of less than 070 (contract executed), must roll forward and appear in the new STIP submitted to FTA before they will process the grants.

In July of each year, the work program staff will provide the district transit staff a list of all FTA non-budgeted projects for that year. The transit staff will be responsible for contacting the transit agencies throughout the year to confirm when the grants have been received. The transit staff will then inform the district work program staff and the status of the project can be adjusted to 070 (Contract Executed). With this status change, the project will not roll forward. As many of these projects have multiple years programmed on each project, the status will be in place for the entire item. If multiple years exist, the status should be set to 010 after July 1st each new year and not be re-set to status 070 until the grant for that fiscal year has been received. At such time that a particular grant should have rolled forward and the status was 070 or greater, the work program staff will have to manually roll the project forward.

When federal FTA discretionary funds are awarded that are non-budgeted (do not require a state match), these funds must still be programmed in the department's five year work program to align with the MPO's TIP and provide a STIP reference when the local agency eventually files a grant application with FTA. These discretionary projects should be programmed using program 16, even though they may not be a capital project. The FTA fund code must be used and may include LF (local funds) if the discretionary grant requires a local match.

Intercity Bus (program number TB) - Section 5311(f) of Title 49, United States Code, requires each state to spend 15 percent of its annual Section 5311 apportionment to carry out a program to develop and support intercity bus transportation unless the governor certifies that the intercity bus service needs of the state are being adequately met. One objective of the funding for intercity bus service under Section 5311, is to support the connection between rural areas and the larger regional or national system of intercity bus service. Another objective is to support services to meet the intercity travel needs of residents in rural areas. A third objective is to support the infrastructure of the intercity bus network through planning, marketing assistance, and capital investment in facilities. Intercity bus funds are programmed and managed by the central office. Eligible activities include both capital and operating assistance. There is no local funding involved in this program. All projects are programmed at a 50/50 share: 50% federal DU and 50% state DPTO (see programing matrix).

## **3. PROGRAMMING GUIDELINES**

- Transportation System: Use system 08 – Transit.

- Work Mix: Use appropriate work mix. (See appendix D for work mix codes.)
- Phase: See the program plan crosswalk link in the References section of this chapter for appropriate phase information.
- Program Number and Fund Code: See transit programming matrix.

Section [341.051\(5\)\(a\)](#), F.S., limits the state’s participation in local capital projects to 50% of the non-federal share of total project costs. The state’s share is not to exceed the local share.

All projects must be included in a MPO/TIP prior to being programmed in the work program with the exception of the United States Code (USC) Title 49, Section 5310, (Assistance for Elderly and Persons With Disabilities) projects in non-urbanized areas, Section 5311(Public Transit Assistance Outside Urbanized Areas) projects and Section 5303 (Planning Assistance to Urbanized Areas) projects. Section 5303 projects must be included in the MPO’s Unified Planning Work Program (UPWP). For Section 5310 funds awarded in the urbanized areas, the district must provide a list of awards, agency and amount, to the MPO/TPO for inclusion in the local TIP. These projects do not go through the normal TIP/STIP process because they are programmed in the central office, not the districts. This applies to all of the urbanized areas excluding the Orlando, Kissimmee, and Tallahassee UZAs.

Schedule B and any accompanying transit system allocations will be supplied to the districts showing the proper distribution for the program.

Work program items shall be entered from a work program/TransCIP Data Card form provided electronically to the district work program office by the district transit staff, which includes the following information:

- The TransCIP unique project identification number (UPIN) on the Transit Grant Recipient (WP42) screen. The UPIN will be provided by the district transit staff.
- The transit system identification code designation programmed on the project. The code designation listing can be found on the WP Code Table Menu (WP30) screen. New codes should be entered on the WP42 screen.

#### **4. NEW STARTS TRANSIT PROGRAM**

##### **a. Overview**

A state New Start Transit Project (NSTP) is a fixed-guideway rail transit system or extension, or bus rapid transit (BRT) system or extension meeting the Federal Transit Administration (FTA) definition of a Capital Investment Grant Program New Starts, Small Starts, or Core Capacity project. A FTA New Starts project has a total cost of \$300 million or more, while a Small Starts project has a total cost of less than \$300 million and a maximum federal participation of less than \$100 million.



**b. “Wheels on Road” tag and title fee revenues**

In 2015, the Florida Legislature passed SB 2514-A, amending s 320.072 F.S. increasing the distribution of revenues generated by certain motor vehicle registration transactions. Per the new legislation, “Wheels on Road” revenues will be deposited into the State Transportation Trust Fund (STTF) for use by the department. These revenues shall be used under the newly established fund code NSWR.

**c. Programming Guidelines**

- Transportation System: Use System 08 – Transit.
- Work Mix: Use appropriate work mix. (See Appendix D for work mix codes.)
- Phase: See the program plan crosswalk link in the References section of this chapter for appropriate phase information. (New Starts agreements should not be programmed using X4 phases).
- Program Number and Fund Code: See transit programming matrix.

A funding commitment to a specific rail fixed-guideway or bus rapid transit project shall be made by letter from the Secretary to the local agency. Maximum state contribution shall be up to 50% of the nonfederal share of the eligible capital costs of the project. This may include project development, engineering, right of way acquisition, construction, procurement of equipment, etc. However for a railroad capital improvement project involving the acquisition of rights-of-way for future transportation purposes, the department is authorized to fund up to 100% of the costs.

A typical federally approved NSTP will be funded at 50% FTA / 25% LF / 25% NSTP/NSWR. However, federal contribution may vary based on negotiation with the FTA. Other federal funds (i.e., SU) may be included in the mix. Also, other categories of state funds, such as DPTO, TRIP, etc. may also be programmed, subject to requirements of these programs.

Departmental participation in the engineering/final design, right-of-way acquisition, and construction of an individual fixed-guideway project which is not approved for federal funding shall not exceed 12.5% of the total cost of each phase.

Federal funding approval may be accomplished through at least one of the following actions:

- The project has been approved by FTA for entry into the Project Development phase of the Capital Investment Grant program.
- Federal funds from any source have been programmed for use on the project, e.g., SU, CMAQ, etc.
- The project has been authorized for funding in federal law.

For a project seeking FTA New Starts/Small Starts funding, NSTP/NSWR funds may be programmed subsequent to approval from the FTA for the project to enter into Project

Development. FTA must rate and approve a project to enter into the Engineering phase, prior to these costs being incurred, and must execute a Full Funding Grant Agreement or Small Starts Grant Agreement before construction and vehicle acquisition may occur.

For a project not seeking federal funding, NSTP/NSWR may be programmed subsequent to completion of the appropriate environmental document, (e.g., State Environmental Impact Report (SEIR) or Project Environmental Impact Report (PEIR).

All projects added pursuant to this legislation must use fund code NSTP or NSWR.

**d. Transit Programming Example:**

The department has committed to funding 50% of the non-federal share of the capital costs of an urban fixed-guideway project, subject to the commitment of local funds in an amount equal to or greater than the state contribution. The FTA has rated the project “medium,” and a full funding grant agreement is being negotiated for 50% federal New Starts funds (FTA fund code). The total project capital cost, including project development, engineering, right of way acquisition, construction, and vehicle procurement is \$1 billion. The project would be programmed over multiple years and the district modal office will provide the project finance schedule.

<u>FUNDS</u>	<u>AMOUNT</u>	<u>PROGRAM NO.</u>	<u>ALLOC TYPE</u>
FTA	\$500,000,000	97	4
LF	\$250,000,000	97	4
NSTP/NSWR	\$250,000,000	97	1

**5. TRANSFER OF STP FUNDS TO THE FEDERAL TRANSIT ADMINISTRATION**

**a. Overview**

Title 23 U.S.C. Section 134(k) directs that districts may elect to use MAP-21 flexible federal funds for freight, logistics and passenger operations projects. If this option is exercised, the surface transportation program (STP) funds must be converted to federal transit administration funds. The fund code is FTAT for these converted funds. Congestion mitigation (CM) funds may also be converted. These funds will be in addition to those allocated to freight, logistics and passenger operations in Schedules A and B.

MAP-21 permits surface transportation program (STP) 23 U.S.C. 133(b)(2) funds and congestion mitigation (CM)(23 U.S.C. 149) funds to be used for freight, logistics and passenger operations capital projects and transportation demand management (TDM) projects. TDM projects promote the use of alternative transportation modes such as: carpooling, walking, and alternative work hours. These projects will be programmed in the system with the appropriate program number to which the project is applicable. If the transfer is to a federally budgeted category (i.e. program 18), the central office Transit Grant Programs Administrator must be copied on the transfer request.

Project eligibility includes:

- Freight, logistics and passenger operations capital projects that are eligible for assistance under the Federal Transit Act
- Publicly owned bus terminals and facilities
- Transportation demand management projects
- Surface transportation planning programs

Title 23 U.S.C. 103(b) 6 permits national highway system (NHS) funds to be used for transit capital projects and transportation demand management facilities, strategies and programs.

Subject to project approval by the Secretary, transit projects may be directly eligible for non-transferred NHS funds (funds eligible for transfer to FTA, but are administered by FHWA) if such projects:

- Are within, or in close proximity to, an interstate highway corridor
- Can demonstrate an improvement in the level of service on a specific interstate highway link and can improve regional travel
- Helps implement the preferred alternative defined in a completed interstate master plan
- Car/van pool projects are undertaken as a part of the implementation of the preferred alternative defined in a completed interstate master plan

For freight, logistics and passenger operations projects utilizing the transfer of STP urban funds (SU) and CM funds to the FTA, the following steps will be used.

At the district's discretion, they may assign the programmed state matching funds to the transit system for which the federal funds are being allocated. These state matching funds may be used to:

- Provide match for the FTA grant within the limits allowable under Florida Statute
- Supplement the local transit provider's public transit block grant allocation in accordance with Section 341.041(8), F.S.
- Supplement other department freight, logistics and passenger operations programs supporting the local transit provider

However, CM funds are soft-matched and a transfer to FTA will not result in additional state funds. Note in the description if soft-match will be requested or if the locals will be paying for the federal match requirements.

FTA Section 5339 replaced 5309 under MAP-21 and it has three components:

- Large Urbanized Areas/Small Urbanized Areas

FTA Section 5339 allocates funding to designated recipients of large urbanized areas to fund transit operators within the large urbanized area. Only designated 5307 recipients are allowed

to apply to FTA for the 5339 funding. Any direct recipients, will receive funding through the designated recipient for this FTA program. The following should be done when programming Section 5339 funds for the large urbanized areas:

On the WP01 screen, the words “Section 5339” and the designated recipient name must be included in the description. In the item segment comments section of this (use type 1, extra description lines, not type 2, miscellaneous) any direct recipients must be listed by name and amount of funds allocated to the direct recipients. This will allow all direct recipients and funding amounts to be available to the public in the designated recipient TIP document. When the TIP download is provided to the designated recipient, the download will capture the extra description line(s).

- Rural Areas

The department is the designated recipient for 5339 funding appointed for rural areas. These funds will be allocated to each district based on the percentage of rural population in each district. Each district allocation will be programmed in Central Office as 80% federally budgeted (DU) funds and 20% local funds. If toll revenue credits are used as the match, no additional programming is required.. These funds appear in Schedule B under program number RB.

FTA Section 5329(e)

Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), adopted as Section 5329(e), grants FTA the authority to establish and enforce a new comprehensive framework to oversee the safety of public transportation throughout the United States. This new law includes new requirements for State Safety Oversight (SSO) programs, through which states with heavy rail, light rail, and streetcar systems must establish safety oversight for these transit systems. This law directs FTA to distribute funding to states via an established formula to support SSO work. SSO Formula Grant Program funding must be used to carry out SSO programs in accordance with MAP-21. Section 341.061(1), F.S., designates the department as the SSO agency. Funds will be used by department Public Transit Office for SSO operational and administrative expenses, including training, travel, and equipment to support activities to develop or carry out program activities in accordance with MAP-21.

#### **b. Programming Guidelines**

- Transportation System: Use System 08 – Transit.
- Work Mix: Use appropriate work mix. (See Appendix D.)
- Fund Code and Allocation Type:
  - Program appropriate STP federal fund (100% federal dollars without state match) with allocation type = 6, indicating transfer to the FTA. STP federal funds remain programmed in the year the transfer takes place, regardless of the date FTA executes the contract. The FTAT funds will need to roll forward to remain in the TIP/STIP until the actual contract execution takes place.

- Program state match (DS\DDR) with allocation type 1, indicating payment to the local agency unless soft match is requested or if locals will be matching 100% of the match.
- Program local match (LFF) with allocation type 4, indicating the local matching share.
- Program amount from the FTA to the local agency as FTAT with allocation type 4.

Soft match example: Congestion management (CM) funds are soft matched. There is no PAR adjustment required to state funds for a transfer of CM funds to FTA.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>
94	01	16	CM	\$750,000	6
94	01	16	FTAT	\$750,000	4

**Transit Project Programming Matrix**

System 08 Pgm. Nos.	Budget Category 088774 Program Name	District Allocation Method	Budgeted Federal Fund	Non-Budgeted Federal Fund	Non-Budgeted Local Fund	State Fund	Funding Ratios F=Federal L=Local S=State	Phase	Comments
13	Transit Corridor	Needs Based **			LF	DDR DPTO	50L/50S 100S	*	Administered by Districts Procedure Ref. 725-030-003
14	Service Development	Needs Based **			LF	DDR DPTO	50L/50S 100S (when projects are of Statewide significance requires CO approval)	*	Administered by Districts Procedure Ref. 725-030-005
18	Section 5311 Operating	Formula	DU		LF		50F/50L	*	Administered by Districts Procedure Ref. 725-030-004
18	Section 5311 Capital	Formula	DU		LF		80F/20L	*	Administered by Districts Procedure Ref. 725-030-004
TB	Section 5311(f) Intercity Bus Capital/Operating	Statewide	DU			DDR, DPTO	50F/50S	*	Administered by Central Office, Ref. Section 339.135(4)(a)1, F.S.
RB	Section 5339 Rural Areas - Bus & Bus Facilities	Formula	DU		LF		80F/20L (soft match eligible)***		Administered by Central Office.- Toll Revenue Credit Policy No. 000-725-025. Must reference Toll Revenue Credits in Project Description as match to Federal Grant. District Urban Transit Capital Program guidance.

System 08 Pgm. Nos.	Budget Category <u>088774</u> Program Name	District Allocation Method	Budgeted Federal Fund	Non- Budgeted Federal Fund	Non- Budgeted Local Fund	State Fund	Funding Ratios F=Federal L=Local S=State	Phase	Comments
25	Block Grant Capital (Work Mix 8170)  Operating (Work Mix 8171)	Formula  Formula		FTA	LF	DDR DPTO	50L/50S 50F/50L  50F/25L/25S 50L/50S	*	Administered by Districts - Procedure Ref. 725-030-030. Funds allocated to the recipients by formula in Section 341.052, F.S. may not be reallocated among recipients by the District. If requested by the MPO or County, the District may supplement an eligible provider's allocation with funds outside the Freight, Logistics & Passenger Operations Schedule "B" allocation. All Block Grant criteria would apply to this supplement.
16	Urban Capital/FTA Discretionary	Needs Based **	STP CM  STP CM	FTA FTAT  FTA FTAT	LF  LF	DDR DPTO	80F/10L/10S 50L/50S 50F/50L  80F/20L (soft match eligible)***	*	Administered by Districts - Toll Revenue Credit Policy No. 000- 725-025. Must reference Toll Revenue Credits in Project Description as match to Federal Grant. District Urban Transit Capital Program guidance.
21	Commuter Assistance/TMA /TMO	Needs Based **	STP CM	FTA FTAT	LF	DPTO DPTO	50L/50S 100S-	*	Administered by Districts Procedure Ref. 725-030-008. STP & CM funds need not be converted for TMA projects. Central Office is Managing District 30
22	Park and Ride	Needs Based **	STP CM	FTA FTAT	LF	DDR DPTO	80F/10L/10S 50L/50S 100S - see proc. F/S (STP,CM)	*	Administered by Districts - Procedure Ref. 725-030-002

**Work Program Instructions**  
**Tentative Work Program – FY 19/20 - 23/24**

**Revised April 26, 2019**  
**September 12, 2018**

System 08 Pgm. Nos.	Budget Category 088774 Program Name	District Allocation Method	Budgeted Federal Fund	Non- Budgeted Federal Fund	Non- Budgeted Local Fund	State Fund	Funding Ratios F=Federal L=Local S=State	Phase	Comments
23	State Bus Fleet	Statewide				DPTO	100S	*	Administered by Central Office - Procedure Ref. 725-030-001 Central Office is Managing District 30
17	Section 5310 Capital for Elderly & Handicapped	Formula	DU		LF	DDR DPTO DS	80F/10L/10S	*	Administered by Central Office - Procedure Ref. 725-030-010
17	Section 5310 Operating for Elderly & Handicapped	Formula	DU		LF		50F/50L		Administered by Central Office - Procedure Ref. 725-030-010
17	Section 5310 Capital Direct Recipient	Formula		FTA	LF		80F/20L (soft match eligible)		Toll Revenue Credit Policy No. 000-725-025. Must reference Toll Revenue Credits in Project Description as match to Federal Grant.
31	Rural Transit Administration Program RTAP	Statewide	DU				100F		Administered by Central Office - Procedure Ref. 725-030-004 Central Office is Managing District 30
15	Section 5305 (d) MPO Planning Grants	Formula	DU		LF	DDR DPTO	80F/10L/10S	*	Administered by Districts -
19	Section 5305 (e) Statewide Planning Grants	Statewide	DU			DPTO	80F/20S	*	Administered by Central Office
20	Transit Consultants/Gra nts	Statewide				DPTO	100S	*	Administered by Central Office
97	New Starts Program	Statewide		FTA	LF	NSTP NSWR	50F/25S/25L 50S/50L 100S	*	Administered by Central Office – Ref. Section 341.051(5)(a), F.S. & Section 341.303(3), F.S.
SS	Section 5339 Large Urbanized/Smal l Urbanized Areas	Formula		FTA	LF		80F/20L (soft match eligible)***		Capital funding for large urban system. Toll Revenue Credit Policy No. 000- 725-025. Must reference Toll Revenue Credits in Project Description as match to Federal

									Grant. District Urban Transit Capital Program guidance.
SO	Section 5329(e) State Safety Oversight	Formula	DU			DPTO	80F/20S		For use by Department in administering State Safety Oversight

\* See the program plan crosswalk link in the References section of this chapter for appropriate phase information.

\*\*Needs based means the districts submit project candidates to the central office and projects are funded based on program criteria.

\*\*\*No programming is required for the soft match.

Note: Districts may match up to 1/2 of the local share if state funds are available

## **I. STRATEGIC INTERMODAL SYSTEM (SIS) FOR FLP**

### **1. OVERVIEW**

It is the intent of the Legislature that the SIS consists of transportation facilities that meet a strategic and essential state interest and that limited resources available for implementation of statewide and interregional transportation priorities are focused on that system.

The system shall consist of appropriate components, which include:

- Airport
- Space facilities
- Seaport
- Inland waterways
- Intermodal facilities
- Intermodal freight rail terminals
- Intermodal highway access facilities
- Rail lines
- Rail facilities
- Passenger, transit, and freight terminals
- Local public transit systems that serve as existing or planned connectors
- Urban fixed guideway transit corridors that connect multiple urbanized area counties and serve regionally significant facilities within a single economic region

For more guidance on the SIS, please see the department’s Policy Planning website. The official SIS Brochure and Map (September 2011) lists the adopted facility types, criteria and thresholds.

Eligibility criteria are contained in the [Strategic Intermodal System Funding Eligibility Guidance Document](#).



In accordance with the requirements of the SIS, the department must establish compatibility between the following FLP plans in order to develop and support a comprehensive well balanced and connected statewide transportation system:

- Freight Mobility and Trade Plan, Section [334.044\(33\)](#), F.S.
- Rail System Plan, Section [341.302\(3\)](#), F.S.
- Statewide Aviation System Plan, Section [332.006\(1\)](#), F.S.
- Intermodal Development Plan, Section [341.053\(2\)](#), F.S.
- Florida Seaport Mission Plan, Section [311.09\(3\)](#), F.S.
- Statewide Seaport and Waterways System Plan, Section [311.14\(1\)](#), F.S.
- Spaceport Master Plan, Section [331.360\(3\)](#), F.S.
- Statewide Transit Plan, Section [341.041\(1\)](#), F.S.

**2. PROGRAMMING GUIDELINES**

See the Strategic Intermodal Systems chapter of these instructions for programming guidance.

**J. IN-HOUSE PROGRAMMING – FLP**

**1. OVERVIEW**

Program each of the following activities as a separate item segment and financial project number. Multiple projects may be used to split out specific program attributes under a single work program item segment (i.e. grants management may be split out to urban and rural). General and administrative costs should be programmed and charged to a separate item segment.

**2. PROGRAMMING GUIDELINES:**

**In-House FLP Programming Matrix**

<b>Program</b>	<b>Description</b>	<b>Central Office Program</b>	<b>District Program</b>	<b>Fund</b>	<b>Program</b>
Administration	Activities of district PT managers, transit, aviation, rail, intermodal & seaport managers, secretarial and clerical	Establish one financial project per system	Establish one financial project for <b>ALL</b> systems	D	00
Safety	Airport inspection and licensing, transit safety inspection, rail grade crossing safety, rail safety inspectors	N/A	Establish one financial project per system as applicable	D	00
Program Management	QAR's, bus fleet, TD support, operations, planning activities	Establish one financial project per system	Establish one financial project per system as applicable	D	00

Program	Description	Central Office Program	District Program	Fund	Program
Technical Assistance	Grants oversight and other related technical assistance	Establish one financial project per system	Establish one financial project per system as applicable	D	00
RTAP (Expense)	Rural transit assistance program	Establish individual item segments	N/A	DU	31
Expense – Operations	Contracts – Category 040000	Establish individual item segments	N/A	D, DU	81
Consultant Operations	Contracts – Category 100686	Establish individual item segments	N/A	D, DU	82, IS
Contracted Services	Contracts – Category 100777	Establish individual item segments	N/A	D	81

- Transportation Systems
  - Transit (08)
  - Aviation (09)
  - Rail (10)
  - Seaports (11)
  - Multimodal (15)
- Work Mix: Use work mix code 8099 – Public Transportation In-House Support

## **K. REFERENCES**

Department employees can access the program plan crosswalk by using the following link:

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>

- Transit
  - Procedure [000-725-010](#), Major Urban Corridor Studies
  - Procedure [000-725-025](#), Use of Toll Revenue Credits for Public Transit Capital Projects
  - Procedure [000-725-050](#), Transportation Demand Management Strategies
  - Procedure [725-030-001](#), Public Transportation Vehicle Leasing
  - Procedure [725-030-002](#), Park and Ride Lot Program
  - Procedure [725-030-003](#), Transit Corridor Program
  - Procedure [725-030-004](#), Section 5311 Program

Procedure [725-030-005](#), Public Transit Service Development Program

Procedure [725-030-008](#), Commuter Assistance Program

Procedure [725-030-010](#), Section 5310 Program

Procedure [725-030-025](#), Transit Vehicle Inventory Management

Procedure [725-030-030](#), Public Transit Block Grant Program

Procedure [725-030-035](#), Public Transit Substance Abuse Management Program

Procedure [725-030-040](#), Section 5303 Program

- Rail

Procedure [000-725-003](#), South Florida Rail Corridor Clearance

Procedure [725-080-002](#), Rail Office Programs Handbook Adoption Procedure

Aviation

Procedure [725-040-040](#), Aviation Program Management

Procedure [725-040-055](#), Loans to Airports

Procedure [725-040-060](#), Airport Economic Development Program

Procedure [725-040-100](#), Airport Master Plans

Procedure [725-040-210](#), New Public Airport Funding Eligibility

- Seaport

The Seaport program has no specific procedure, refer to Rule 14B-1

- Intermodal

The Intermodal program has no specific procedure because intermodal funds are expended through the transit, aviation, rail and seaport programs in accordance with relevant program procedures.



## **PART III - CHAPTER 16: LANDSCAPE INSTALLATION**

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## **PART III - CHAPTER 16: LANDSCAPE INSTALLATION**

### **A. OVERVIEW**

In accordance with Section [334.044\(26\)](#), Florida Statutes, one of the duties of the Florida Department of Transportation (department) is to provide for the enhancement of environmental benefits, including air and water quality; to prevent roadside erosions; to conserve the natural roadside growth and scenery; and to provide for the implementation and maintenance of roadside conservation, enhancement, and stabilization programs. To accomplish this:

- At least 1.5% of the amount contracted for construction projects is allocated on a statewide basis for the purchase and installation of plant materials.
- To the greatest extent practical, at least 50% of the funds must be for large plant materials and the remaining funds for other plant materials. The plants must be purchased from Florida commercial nursery stock in this state, except as prohibited by federal law. The purchase must be by competitive bid.
- Districts may not expend funds for landscaping in connection with any project that is limited to resurfacing existing lanes unless the expenditure has been approved by the department's Secretary or the Secretary's designee. The Secretary has approved expenditures for the replacement or relocation of existing landscaping in resurfacing, restoration and rehabilitation projects when necessary to construct project elements such as the addition or extension of turn lanes, median work, drainage or sidewalks, and when the cost is less than \$100,000.
- At their discretion, Districts may use their funds to program standalone landscape projects on the on-system portions of the SUN Trail network. So that trails accommodate the safe and sustainable placement of trees and other landscaping, trail design should be closely coordinated with the landscape design. Before landscape plans are prepared, the District should identify the non-DOT agency that will be responsible for landscape maintenance. Prior to committing any funds for landscaping, the non-DOT agency must accept responsibility and sign a written agreement for maintenance of the landscape.

To meet the 1.5% target, districts will program and perform the majority of landscaping as separate stand-alone projects. Landscape installations (plant material and installation, including irrigation system, using pay items 580 through 590) totaling the lesser of \$100,000 or 10% of the construction cost may continue to be included in a construction contract as incidental landscape work. Exceptions to include more than \$100,000 can be approved by the Assistant Secretary for Engineering and Operations. Requests for exceptions are to be submitted through the Production Support Office.

FHWA will participate in landscape installations when the work is part of a federal-aid project for new and major reconstructed highway projects. For federal participation in landscape installation work costing more than \$100,000, the landscaping work must be programmed as a stand-alone project which is dependent on the federal-aid highway construction project. The landscaping project will be included in the same federal aid project number as the construction project. The federal aid project authorization will be modified to authorize the landscaping work immediately before the landscape project is advertised. The landscape installation project must be programmed so the Notice to Proceed (NTP) is **no later than six months** following the acceptance of the highway construction contract to maintain eligibility for federal funding of the landscape as dependent on the highway construction project.

Landscape installation projects costing more than \$100,000, which are independent of a highway construction project, will be programmed as stand-alone projects using state funds on the State Highway System (SHS). Landscape as a component of a Local Agency (LAP) construction project will continue to be included as a pay item in the highway construction project and does not require an exception by the Assistant Secretary for Engineering & Operations. When local funds are used, landscape installation

costs on or off of the SHS (regardless of amount) may be included in the highway construction project when there is an executed maintenance agreement with a local agency for the landscape establishment and maintenance upon completion of the highway construction project.

## **1. RESPONSIBILITIES FOR THE LANDSCAPE INSTALLATION PROGRAM**

- The district secretaries and the executive director of the turnpike enterprise have authority for the project development, prioritization and programming for landscape installation projects and expenditures under their jurisdiction.
- The district/turnpike enterprise directors of transportation development will be responsible for programming landscape installation program levels based on the total construction amount programmed.
- The 1.5% statewide target will be monitored by the Work Program Development and Operations Office in consultation with the Production Support Office in central office. Questions about dependent and independent stand-alone landscape projects should be directed to the Production Support Office.

## **2. PROJECT ELIGIBILITY CRITERIA**

Since fiscal year 2008, the tracking process for statutory compliance is an automated process using the Work Program Administration (WPA), Long Range Estimate (LRE) and TRNS\*PORT systems. It is the intent that the automated report be used as a tool to assist in the programming of landscape installations and to track compliance for completed fiscal years and planned compliance for the five-year tentative work program. The landscape expenditures summary report link is on the work program applications link on the Office of Work Program and Budget SharePoint site. See location directions in the references section of this chapter.

The construction budget, or the amount contracted for construction for the purposes of calculating compliance with the landscape installation requirements, will be based on the latest record of WPA for prior year costs, which recognizes project cost updates in those years. This includes all construction phases 52, 54, and 58 projects in contract classes 1, 2, 4, 5, 7, and 9. For evaluating the planned compliance in the tentative work program, these same criteria will be used. In the current and future years, contract class 8 will be included if the work mix is landscaping (1070). Freight, Logistics and Passenger Operation programs are not included in this report because these are usually grants to other governmental agencies or specific projects selected by a council external to the department.

Allocations that are considered to count toward the 1.5% for landscape installation include the total cost or bid price of landscape pay items. The total contract cost is to be used for contracts identified as stand-alone (work mix 1070) landscape contracts or projects, excluding local funds. Expenditures for the beautification grant program and landscape projects and/or expenditures funded with state or federal funds performed by local agency agreements are to be included. Landscaping allocations included in lump sum and design-build contracts are to be included. As a separate pay item in a construction project that is not a work mix 1070, grassing and sodding are not included towards the landscape installation target. Preliminary engineering and construction, engineering and inspection costs associated with landscaping are also not included. The landscape installation costs will be based on the latest record of WPA, LRE and TRNS\*PORT, which recognizes project cost updates in those years. This includes all construction phases 52, 54, and 58 projects and maintenance phase 72 projects in contract classes 1, 2, 4, 5, 7, 8 and 9 with a 1070 work mix; all maintenance phase 74 projects with program type 42; and pay items with TRNS\*PORT category 0600 (landscaping) on construction contract classes 1, 2, 4, 5, 7 and 9. For evaluating the planned compliance in the tentative work program, these same criteria will be used.

### **3. LANDSCAPE INSTALLATION TARGETS**

Targets are established to ensure compliance with Section 334.044(26), F.S. District and turnpike targets will be established early in October after the metropolitan planning organizations have given the district/turnpike enterprise their annual transportation improvement program (TIP) list of project priorities. The automated system described above will be used to establish targets for landscape installations that achieve a statewide target of 1.5% of the amount contracted for construction for each year of the first three years of the tentative work program.

Each district and the turnpike are expected to share in the programming of work to achieve this target. All targets must be coordinated for the agency to remain compliant with the law. Any district that anticipates being slightly below 1.5% in any of the first three years must request an exception from the Production Support Office. Exceptions must be approved in writing by the Production Support Office. Requesting an exception is an important part of the process necessary to achieve 1.5% statewide. By using the exception process, it is expected that districts will have no need to eliminate important landscape projects. In addition, this will help ensure all landscape projects are needed. The following will be considered in reviewing district and turnpike landscape installation targets and granting exceptions:

- An exception is needed to program less than the 1.5% target. Exceptions may be granted if the statewide target is achieved in a given year.
- An exception is needed to lower an established target. Exceptions may be granted if the statewide 1.5% target is still met or if other districts that are under- or over-programmed decrease or increase their landscape installation targets to make up any statewide shortfall or excess allocation.
- An exception is needed when a project includes landscaping for the purpose of screening properties from the roadway after existing material has been removed. This landscaping can continue to be included as a pay item in the construction contract should the exception be granted.

District and statewide program managers should use the landscape expenditures summary report to assist in the management of their landscaping program and compare the tentative work program to approved funding targets.

### **4. LANDSCAPE AND PUBLIC-PRIVATE PARTNERSHIPS**

Public-Private Partnership (P3) projects should be programmed in accordance with these instructions and Section 334.044(26), F.S. Due to the large scale nature and payment structure of Design/Build/Finance/Operate/Maintain (DBFOM) projects, landscaping is required to be included as a separate line item within the concessionaire's schedule of values in the amount of 1.5% of the total of mobilization, maintenance of traffic, clearing and grubbing, roadway, drainage, walls, bridge work, signing and pavement marking, signalization, lighting, ITS system, tolls system, and miscellaneous items. The Office of the General Counsel along with the Project Finance Office will review the schedule of values to ensure the appropriate cost categories are captured for the 1.5% requirement.

All P3 projects should be tagged with the P3 Item Group Identifier. In addition, DBFOM projects should be tagged with the P3OM Item Group Identifier as well. See the P3 Handbook on the Project Finance Office's Sharepoint Site for further instructions on P3s and DBFOMs.

Projects with the P3 Item Group Identifier will continue to be included in the 1.5% statewide landscaping target and the Landscape Report. Those projects with both the P3 and P3OM Item Group Identifiers will be excluded from the statewide landscaping target and Landscape Report, and



will be tracked separately by the Project Finance Office in collaboration with the Central Office Work Program Development Office.

## **5. BEAUTIFICATION GRANTS**

Per Section [339.2405](#), F.S., the grants are awarded to local governments to purchase and install plants and irrigation systems to beautify the state highway system. Grants are awarded by the Secretary. Upon award, funds and budget are transferred from State Maintenance Office to the appropriate district(s) and the projects are programmed accordingly.

Funding for these grants is included in the Schedule B targets under the routine maintenance program. The grants are programmed as maintenance and operations contracts using program number 42.

Example: To program a beautification grant on SR 907 (Alton Road) from SR A1A to Michigan Avenue, use transportation system 03 – state highway, with a 1070 work mix, phase 74, program number 42, the fund code D, allocation type of 1 and contract class 2.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
74	01	42	D	\$60,000	1	20XX

The Keep America Beautiful Program (also known as the Certified Keep America Beautiful System Grant Program) provides grants to cities, counties and local non-profit organizations for litter prevention education programs. Grants have been used for education programs; cleanup efforts along state, county, and city roads; and within local communities in under-privileged neighborhoods. Statutory reference is Section [403.4131](#), F.S.

See the Part III, Maintenance Chapter of these instructions for programming guidelines

## **B. REFERENCES**

Section [334.044\(26\)](#), F.S.

Section [339.2405](#), F.S.

Procedure No. [650-050-001](#), Landscape Beautification and Plan Review

Policy No. [000-650-011](#), Highway Beautification

[Landscape Report](#) (SharePoint (Infonet)→Office of Work Program→Work Program Applications→Landscape Report→Landscape Expenditure Summary Report (Trns\*port))

[Public-Private Partnerships \(P3\) Handbook](#)

[Design Manual](#)



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## **PART III - CHAPTER 17: LOCAL AGENCY PROGRAM (LAP)**

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**PART III - CHAPTER 17: LOCAL AGENCY PROGRAM (LAP)****A. OVERVIEW**

The Florida Department of Transportation (department) is empowered by legislative authority to contract with other local agencies to plan, develop, design, acquire right of way (R/W) and construct transportation facilities. The department reimburses these local agencies for services provided to the public. Federally funded local agency projects are administered by the department through the Local Agency Program (LAP), per the Stewardship and Oversight Agreement with the Federal Highway Administration (FHWA).

LAP is the Department's primary delivery mechanism for off-system projects included in the Five-Year Adopted Work Program, as opposed to the department administering off-system projects. Off-system projects are defined as projects not located on the State Highway System. Additional information regarding department delivery of off-system projects is found in the chapter titled **Federal Aid Funds Used off the State Highway System**. Local agency project administration and delivery of Federal-Aid Highway Program projects is limited to LAP. Local agencies **must** be LAP certified per the requirements set forth in the **LAP Manual (Topic No. 525-010-300)** before entering into a LAP agreement for project delivery.

The Department is responsible for establishing project delivery roles and responsibilities with the local governments for inclusion in project agreements. The local government should be made aware that any non-participating costs (FHWA will not reimburse the Department for these costs) will be their responsibility and this wording included in the agreement. When the initial contingency pay item is established for off-system federally funded projects, it should be funded with local funds. In the rare occasion that the locals cannot contribute, then the eligible state fund for local programs (TRIP, CIGP, SCOP, SCRAP, etc) will be used for the initial contingency pay item to allow the project to commence. The use of the eligible state fund will need approval from the Office of Work Program Development on a case by case basis, prior to the programming of the state fund. The actual total amount attributable to the initial contingency will be the final non-participating costs.

**B. LAP AGREEMENT VS. JOINT PARTICIPATION AGREEMENT**

It is FDOT policy that a local agency must be LAP certified if it is to utilize federal funds for construction or any related phase of work required to bring a project to construction, such as project development and environmental (PD&E), preliminary engineering (PE), R/W acquisition, and/or improvements that directly facilitate and control traffic flow including traffic control systems. The terms "construction" and "leading to construction" are defined for the Federal-Aid Highway Program in 23 USC 101(a)(4).

Federally funded work undertaken by a local public agency on behalf of the department that does not meet the definition in 23 USC 101(a)(4) may continue to utilize a joint participation agreement (JPA), so long as the state ensures that purchase orders or other contracts include any clauses required by federal statutes and executive orders and their implementing regulations 2 CFR 200.

FDOT policy holds true regardless of the type of funding on the project, whether discretionary, congressional earmark, apportioned or allocated federal funds.

Federal authorization for each phase of work must be obtained prior to commencement of work when either a LAP Agreement or a JPA is the contracting method for the work.

**C. PROGRAMMING GUIDELINES****LAP**

- In the Work Program Administration system use contract class 5 and phase X8 for LAP projects. If the contract class 5 is for a project phase rather than the entire project, e.g., construction but not PE and R/W, use a separate item segment to differentiate between the contract classes. In the example, construction would be contract class 5, and PE and R/W would be under a separate segment number as a contract class 1, 7, etc. The phase group will depend on the type of work (38 for PE, 58 for

construction, etc.). If budget is freight, logistics and passenger operations, use phase 94. Projects programmed with a contract class 5 only represent work that will be completed by a local agency or a local agency's contractor/consultant (excluding the department) and reimbursed with federal funds. LAP projects may be split-funded, which may include state funds. Split funded projects with federal funds delivered by a local agency must be a contract class 5. LAP projects cannot be 100% state-funded. Funding must be in place to award contracts.

- Planning - phase 18
- PD&E - phase 28
- PE - phase 38
- R/W Acquisition - phase 48
- Construction - phase 58
- Construction, engineering and inspection (CEI) - phase 68
- Operations – phase 88
- Capital Improvements – phase 98

When programming contract class 5 funds for any phase, ensure the local agency performing the work is fully aware of project requirements associated with the phase. For example, department procedures and federal requirements must be followed in the consultant acquisition process for a PE phase or specific construction specifications, materials testing and contract administration procedures may be necessary for a construction phase. The requirements the local agencies must meet are outlined in the [Local Agency Program Manual](#).

- In-house phases are required on all LAP projects. If an hour or more of in-house staff time is devoted to activities directly related to the project, then this time should be charged to the project on the employee's timesheet.
- Post design services may be needed for bridge projects or other complex projects. Post design must be programmed as a different sequence from phase 68 CEI services. For example, CEI services would be programmed as a phase-sequence 68-01 and post design services would be programmed as a phase-sequence 68-02.

#### **JPA**

- JPA's that are issued for work on behalf of the department (based on federal requirements for vendor determination in 2 CFR 200) with a local agency should use phase type X8 and contract class 2. Examples of these types of projects are
  - leasing of equipment or services (such as ferry boat or water taxi),
  - purchase of equipment (such as buses for transit purposes),
  - contracting for research or studies by a University,
  - procurement of a consultant to make arrangements for a conference,
  - developing a planning study

Planning studies must be procured following all federal requirements including 23 CFR 172 and 2 CFR 200; therefore, the local agency must be LAP certified to procure professional services for a planning study. The JPA must contain the required federal statutes and executive orders and their

implementing regulations 2 CFR 200. Planning studies included in a Metropolitan Planning Organization (MPO) UPWP are covered in the Work Program Instructions chapter titled **Planning**.

## **D. PHASING**

The in-house phase should relate to the phase of work to be authorized with FHWA.

Although in-house plans, specifications and estimate (PS&E) reviews may normally be charged to a phase 31, in the case of the LAP these are usually done in support of fulfilling the prerequisites to obtaining a federal authorization for a phase 58 construction phase.

Similarly, while R/W certifications may normally be charged to a phase 41, in the case of the LAP the R/W certification is usually done in support of fulfilling the federal prerequisites to obtaining a federal authorization for a phase 58 construction phase.

Examples include the following:

- Phase 58 - Construction – Program phase 61 for all direct in-house activities relating to preparing the LAP Construction Checklist (Form No. 525-010-44), ensuring federal prerequisites are met to obtain federal authorization approval, and on-going activities during the life of the project.
  - Prior to advertisement and contract execution these activities include, but are not limited to, the following:
    - PS&E reviews
    - Environmental certifications
    - R/W certifications
    - Other federal compliance issues
    - Preparation of LAP agreement and LAP checklists
  - Subsequent to contract execution these activities include, but are not limited to, the following:
    - Project level reviews of the CEI field effort
    - Meeting with local government staff
    - Invoice reviews and other billing issues
    - Scope/location issues
    - Other federal compliance issues
    - Preparation of final estimate and final acceptance documents
- Phase 48 - R/W Acquisition – Program phase 41 for all direct in-house activities relating to assisting the local government with any R/W acquisition activities the local government is certified to administer. This instruction assumes the phase for which the federal authorization will be requested is the phase 48. If R/W activities are being performed to obtain an approved federal authorization for a phase 58, then these activities should be charged to a phase 61 instead of a phase 41.
- Phase 38 - PE – If applicable, program phase 31. This instruction assumes the phase for which the federal authorization will be requested is the phase 38. If PE activities are being performed to obtain an approved federal authorization for a phase 58, then these activities should be charged to a phase 61 instead of a phase 31.

- Phase 28 - PD&E – If applicable, program phase 21.
- Phase 18 - Planning – If applicable, program phase 11.

## **E. FEDERAL AUTHORIZATION**

The initial federal authorization will request approval for only the in-house phase of work, including the local agency project management (indirect costs) phase of work as applicable. It should be requested immediately prior to any in-house work being charged to employee timesheets.

All direct in-house activities should be charged to the project and not to an administrative overhead item segment. To do otherwise will risk the project going financially inactive before costs can be billed for the contractual phase of work.

Local agency project management charges are reimbursed per the process identified in the LAP Manual and 2 CFR 200.

The federal authorization will be modified to add the contractual phase 58 after the local agency submits the Construction Checklist Form No. 525-010-44 to the district LAP administrator. (See Part IV, Federal Aid Programs, of these Instructions for authorizing LAP projects.)

## **F. ESTIMATING IN-HOUSE COSTS**

Cost estimates should be programmed in amounts which are conservatively derived. Over-estimating the in-house costs will result in federal funds being programmed on the project which will never be expended. If the initial estimate is not sufficient it can be increased later in the life of the project via modification to the federal authorization.

## **G. FUNDING**

The strong preference is to use federal funds for in-house phases on all LAP projects. Use of state funds is discouraged but, if necessary due to lack of federal funds, they may **only** be used on LAP projects which are **on** the State Highway System (SHS). Be reminded that state-funded in-house phases are not billed to FHWA for reimbursement, and, therefore, cannot contribute to continuing financial activity on the federal books for the project.

The federal fund for the in-house phase will generally be the same federal fund as on the contractual phase (phase 58 in most cases), although any eligible federal fund may be used.

- Local agency advance/reimbursement program (LFR) or advances from outside the five-year work program (LFRF), see the Local Funds chapter of these instructions for programming guidelines.
- When the project is off the SHS and local funds are required as part of the match for federal funds, see the Federal Aid Funds Used Off the State Highway System chapter of these instructions for programming guidelines.

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## **H. CONTACTS**

The following table lists the name and telephone number for each central office/district LAP administrator:

<b>DISTRICT</b>	<b>NAME</b>	<b>PHONE NUMBER</b>
Central Office	Lorraine Moyle	(850) 414-4383
1	Lisa Brinson	(863) 519-2836
2	Amy Roberson	(386) 961-7363
3	Dustin Castells	(850) 330-1227
4	Mya Williams	(954) 777-4608
5	Lisa Buscher	(386) 943-5452
6	Xiomara Nunez	(305) 470-5485
7	Sara Clark	(813) 975-6439

## **I. REFERENCE**

[Local Agency Program Manual](#)



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## **PART III - CHAPTER 18: LOCAL FUNDS**

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## **PART III - CHAPTER 18: LOCAL FUNDS**

### **A. LOCAL FUNDS**

#### **1. OVERVIEW**

Local funds are programmed when a portion of the funding for a project is being provided from an outside source. This source could be a city, a county, an expressway authority, etc.

Local funds may be used for all program areas, but are mandatory for some. For example, projects funded under the Transportation Regional Incentive Program and County Incentive Grant Program may be programmed with a local match; however, projects funded with federal aid off the State Highway System (SHS) require a local match. Please see individual program areas for these requirements.

Local funds should only be programmed when there is a reasonable expectation that the funds will actually be received.

#### **a. Local Funded Agreement**

A local funded agreement is an agreement with a governmental entity to provide funding for a specific project.

When local funds are programmed, initial steps will commence to obtain a local funded agreement (LFA) or a department funded agreement (DFA) with the local authority. If the project is a freight, logistics and passenger operations (FLP) project, a DFA will be required. An LFA is used when the Florida Department of Transportation (department) is contracting for the work and the local government will provide funds to be put in an escrow account to be used for project expenditures. A DFA is used when the local government is contracting for the work and the department will be providing reimbursement for project expenditures. Districts must ensure that programmed amounts for local participation are consistent with the terms of the LFA/DFA. For example, if the LFA specifies that it includes construction oversight, a portion of the funds must be programmed for construction engineering and inspection (phase 61 or 62).

A copy of the executed LFA will be sent to the district federal aid coordinator for all federally funded projects having local participation. Also, a copy of the executed LFA and a completed LFA Summary Sheet will be sent to the OOC, LFA Section.

If tracking of costs covered by an LFA/DFA is required, a separate financial project (sequence on an Item) must be established. For example, a local government provides funding specifically for decorative lighting and wants a separate accounting for all items billed for that lighting. The local funds can only be used to pay for the decorative lighting and must be tracked with a separate sequence number.

For contract class 1 and 7 projects, the local portion may be included in phase 52. Verify with the district Construction or Utility Office whether a separate financial project is needed. Copies of all change orders and supplemental agreements on projects with local funding will be sent to the OOC, LFA Section, with an updated Summary Sheet. All encumbrance request using local funds must be approved by the LFA Section. This approval is based on the availability of the local funds on deposit.

#### **b. Interest on Local Funds**

On projects with an executed LFA, interest earned on the funds held in escrow is disbursed in accordance with the terms of the agreement. Typically, any interest earned belongs to the local government. Certain LFAs may allow for the use of accrued interest to cover increased project costs once all other funds have been expended.

Interest may only be programmed after it has accrued on the funds held in escrow and approval has been received from the local fund accountant in the OOC. For programming purposes, the same LF fund code that was used on the project should be used to program the additional interest.

In very limited situations, the LFA may specify earned interest belongs to the department. In that event, accrued interest may be used to substitute for state funds programmed on the project. Implementation of this provision is only anticipated for major multi-year funded public private partnership projects with a substantial contribution of local funds. In this situation, the amount of interest earned on the funds held in escrow will be verified by the OOC local funds accountant on or about May 1<sup>st</sup> of each fiscal year. At that time, the amount of accrued interest may be programmed on the project and a corresponding amount of state funds released, on the phase(s) specified in the LFA. The fund code LFI will be used for this purpose. It is anticipated that the majority of such programming would occur in future years on the project. As the future year funds would be encumbered, cost transfers will need to be made from the existing state funds to the newly programmed LFI funds prior to the release of the state funds.

## **2. PROGRAMMING GUIDELINES**

### **a. Fund Codes**

There are several different fund codes used to program local funds depending upon how the local funds are being used, as follows:

- LF – Used to program local funds that are not used as a match for federal dollars, but are used for expenditures for items not eligible for federal funds (non-participating items), such as decorative lighting on a project that is off the SHS or for utility relocation on a non interstate project. LF should also be used to program non-budgeted (allocation type 4) local funds, which are not used as a match for federal dollars.
- LFF – Used to program local funds that are used as part of the match for federal dollars including those used to program non-budgeted (allocation type 4).
- LFP – Used to program local funds that are not used as a match for federal dollars but will be used for expenditures that are federal aid eligible (participating items), such as additional local funds above the amount required to match the federal funds.
- Note: Although a project may not be funded with federal funds, local funds that are for items that would be federal aid eligible if the project were federally funded need to be coded with the LFP fund code.
- LFR – Local funds used to advance a project in the adopted work program. Local entity will be reimbursed in the future, within the five years of the adopted work program.
- LFRF – Local funds used to advance a project not in the adopted work program. Local entity will be reimbursed in the future. This reimbursement may be either inside or outside the five years of the adopted work program, depending upon the terms of the agreement with the local entity.
- LFD – This fund code is used to identify where a utility owner has refused to pay for required utility work, if known by the department before construction has begun. See the Utility Relocation Work chapter of these instructions for further guidelines.
- LFU - This fund code is used to identify where a utility owner has refused to pay for required utility work, if discovered during the construction phase. See the Utility Relocation Work chapter of these instructions for further guidelines.
- LFI - This fund code is used to identify interest earned on local funds held in escrow for major multi-year funded projects when the accrued interest is programmed for use on the project

(See Interest on Local Funds section, above). The Work Program Administration (WP20) screen will always have the overrun flag set to “N” for LFI funds.

- LRSC - Local reimbursable – Small county is used to track a limit of \$200 million for the advancement of projects outside the adopted work program, separate from the limit on our existing LFRF program. Section 339.12(4)(d), Florida Statutes, specifically provides that the \$200 million cap applies to counties having a population of 150,000 or fewer, as determined by the most recent official estimate (as defined by Section 186.901, F.S.)

### **b. Program Number**

The program number used for programming the local funds is the same as that being used for the major portion of the phase. If local funds are the only funds on the phase, the program number should be that which is most appropriate for the type of work being performed. (See Appendix D of these instructions for a complete listing of current program numbers.)

### **c. Fund Allocation Type**

The fund allocation type is used to identify whether the funds will be managed within the department’s state budgeting process. (See Appendix D of these instructions for a complete listing of fund allocation types.)

- Use fund allocation type 1 if the department is letting the contract or doing the work and specific costs will accumulate on the financial project in the department’s accounting system.
  - If local entity is contributing funds either as a lump sum or as a fixed percentage of the total project cost and does not need specific project cost information, a separate financial project is not needed.
  - If the LFA/DFA requires that the department account back to the local entity with specific cost information, a separate financial project number (new sequence number) must be established.
- Use fund allocation type 4 if the local entity is letting the contract or doing the work and no costs will be accumulated for the financial project in the department’s accounting system.
- Example: In the following example, local funds are being provided to assist the department in funding the project. No specific project cost information is required. The department will be letting the contract.

Note: Although the project is not funded with federal funds, the local funds are coded with the LFP fund code. If there was a need to change the DS funding to a federal fund, the local funds would be used towards federally participating items.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	00	DS	\$100,000	1	20XX
52	01	00	LFP	\$20,000	1	20XX

### **d. Off State Highway System Projects**

Programming projects with federal funds off the SHS have specific rules regarding local fund contributions toward match requirements. Systematic production accomplishment report adjustments are made to account for the local fund requirement. Please see the Federal-Aid Funds Used Off the State Highway System chapter of these instructions for programming federal aid highway funds on projects off the SHS and the requirements for programming local fund matches, as applicable.

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**B. LOCAL GOVERNMENT ADVANCE/REIMBURSEMENT PROGRAM****1. OVERVIEW**

[Section 339.12](#), F.S., authorizes the local government advance/reimbursement program. In this program, a local entity provides the funding for a specific project in advance of when the department would be able to fund the project. The department reimburses the local entity in the year the project was initially funded. There are two separate sub programs, as follows:

- Advances within the five-year adopted work program (LFR)
- Advances from outside the five-year adopted work program (LFRF)

**2. ADVANCES WITHIN THE FIVE-YEAR ADOPTED WORK PROGRAM (LFR)**

The department and a governmental entity may execute an agreement by which the governmental entity agrees to perform; or the governmental entity agrees to contribute via bond proceeds, time warrants, cash or other goods and services of value. The department may (upon approval by the district secretary and the finance and administration assistant secretary) agree to reimburse the governmental entity for the actual cost of (up to funds provided by the government entity) the following:

- A highway project or project phase that is contained in the five-year adopted work program, and not revenue producing
- Any public transportation project contained in the five-year adopted work program
  - Interest cost incurred by the local government is not eligible for reimbursement
  - The turnpike enterprise cannot participate in this program
  - Before agreeing to advance such projects through this program, the following must be accomplished:
    - Update the project cost estimate for present day costs (PDC)
    - Certify that the PDC estimate is accurate and consistent with the PDC amount estimated in the adopted work program
    - If the original PDC estimate and updated PDC estimate vary, the adopted work program must be changed to reflect the new PDC estimate
    - Ensure that the LFA is in compliance with the financial/funding provisions of DOT Procedure [350-020-300](#), Locally Funded Agreement Financial Provisions and Processing; execute the local funded agreement, which is to include the new PDC estimate.
    - Amend the adopted work program according to procedures set out in Section [339.135\(7\)](#), F.S., to reflect all corresponding changes to the affected project within the adopted work program; a copy of the final draft of the local funded agreement must be included in the amendment package
    - If the project is being advanced to the current fiscal year and the department will be letting the project/performing the work, appropriate budget must be identified or a budget amendment will be required along with the work program amendment
  - Repayment schedule – The repayment schedule is to be defined in the LFA or DFA in accordance with Procedures [350-020-300](#), Locally Funded Agreements Financial Provisions

and Processing, and [350-020-301](#), Financial Provisions for All Department Funded Agreements. Any exception to the repayment methods must be sent to the OOC for approval.

- If federal aid funds are used, governmental entities other than the department are prohibited from performing the project or project phases unless the entity is qualified and authorized by the Federal Highway Administration (FHWA) to perform such work. These agreements will be done via the local agency program (LAP). See the Local Agency Program chapter of these instructions for further guidelines.
- Reimbursement to the government entity must be made from funds appropriated by the Legislature.
- Reimbursement is to begin in the year the project or phase is programmed in the adopted work program as of the date of the agreement.
- Bond funds may not be used to program the reimbursement.
- FHWA requires all federal funded projects, within an urbanized area, be included in the metropolitan planning organization (MPO) transportation improvement plan.

### **3. PROGRAMMING GUIDELINES – ADVANCES WITHIN THE FIVE-YEAR ADOPTED WORK PROGRAM**

- See the program plan crosswalk link in the references section of this chapter for the appropriate transportation system, program number, phase and fund combinations.
- Advance the project under the same program number as originally programmed. If the department is letting the project, use the same phase as originally programmed. If the local entity is letting the project, use the appropriate X8 phase.
- Use the fund code LFR for the funds provided by the local entity. Program the amount based on PDC. Do not use the LFR fund code for the reimbursement.
- Include the participant name on the Item Segment Definition (WP01) screen or Item Comments (WP33) screen in the Financial Management (FM) system.
- When the department does the work or lets the contracts:
  - Reimbursement with state funds:
    - Program LFR funds in the year to which the project/phase is advanced.
    - Program fund allocation type 1 on the LFR funds.
    - Program the same program number as in the adopted work program.
    - Program a phase A8 and program number 39 for the full reimbursement amount to the local entity in the year the reimbursement to the local entity is to begin. If two phases were originally programmed in different years, the payback may be in different years. The payback must be programmed in the original year for each phase. Do not use fund code LFR to program the A8 phase. For FLP deferred reimbursement agreements, use the program number for the specific area within FLP when programming the A8 phase for reimbursement, and use DRAD (deferred reimbursement agreement – department) as the item group identifier. For more information, please refer to the FLP chapter of these instructions.

Example:

**Work Program Instructions****Tentative Work Program – FY 19/20 – 23/24****September 12, 2018**

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	05	LFR	\$100,000	1	2020 (letting)
A8	01	39	DDR	\$100,000	1	2022 (payback)

- Reimbursement with federal funds:
  - Program LFR funds in the year to which the project/phase is advanced.
  - Program fund allocation type 1 on the LFR funds.
  - Program the same program number as in the adopted work program.
  - Program a phase A8, fund code ACXX, program number 39, allocation type 1, for the full reimbursement amount to the local entity, in the year the reimbursement to the local entity is to begin. Do not use fund code LFR to program the A8 phase.
  - Program federal funds on the A8 phase in an amount equal to the ACXX funds, with a program number 52 and an allocation type 1.
    - Since budget is not requested for conversion (program number 52), the budget for the reimbursement will not be doubled.
    - If the reimbursement is funded with ACNP or ACBR an estimate for conversion should not be programmed.
    - Federal authorization is requested on the A8 phase. Federal aid projects must be authorized in the advanced construction mode prior to commitment.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	05	LFR	\$100,000	1	2020 (letting)
A8	01	39	ACSU	\$100,000	1	2022 (payback)
A8	01	52	SU	\$100,000	1	2022 (conversion)

- When the locals do the work or let the contract:
  - Reimbursement with state funds:
    - Program LFR funds with an X8 phase in the year to which the project/phase is advanced. For DRA projects, use phase X4 (refer to FLP chapter of these instructions for programming guidelines). Program fund allocation type 4 on the LFR funds.
    - Program the same program number as in the adopted work program.
    - Program a phase A8 and program number 39 for the full reimbursement amount to the local entity in the year the reimbursement to the local entity is to begin. If two phases were originally programmed in different years, the payback may be in different years. The payback must be programmed in the original year for each phase. Do not use fund code LFR to program the A8 phase. For FLP deferred reimbursement agreements, use the program number for the specific area within FLP when programming the A8 phase for reimbursement, and use DRAL (deferred reimbursement agreement – local) as the item group identifier. For more information, please refer to the FLP chapter of these instructions.

Example:

## Work Program Instructions

### Tentative Work Program – FY 19/20 – 23/24

September 12, 2018

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
58	01	05	LFR	\$100,000	4	2020 (letting)
A8	01	39	DDR	\$100,000	1	2022 (payback)

- Reimbursement with federal funds:
  - Program LFR funds in the year to which the project/phase is advanced.
  - Program fund allocation type 4 on the LFR funds.
  - Program the same program number as in the adopted work program.
  - Program a phase A8, fund code ACXX, program number 39 and allocation type 1 for the full reimbursement amount to the local entity in the year the reimbursement to the local entity is to begin. If two phases were originally programmed in different years, the payback may be in different years. The payback must be programmed in the original year for each phase. Do not use fund code LFR to program the A8 phase.
  - Program federal funds on the A8 phase in an amount equal to the ACXX funds, with a program number 52 and an allocation type 1.
    - Since budget is not requested for conversion (program number 52), the budget for the reimbursement will not be doubled.
    - If the reimbursement is funded with ACNP or ACBR an estimate for conversion should not be programmed.
    - Federal authorization is requested on the A8 phase. Federal aid projects must be authorized in the advanced construction mode prior to commitment.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
58	01	05	LFR	\$100,000	4	2020 (letting)
A8	01	39	ACSU	\$100,000	1	2022 (payback)
A8	01	52	SU	\$100,000	1	2022(conversion)

## C. ADVANCES FROM OUTSIDE THE FIVE-YEAR ADOPTED WORK PROGRAM (LFRF)

In accordance with Section [339.12\(4\)\(c\)](#), F.S., the department may (upon approval by the district secretary and the finance and administration assistant secretary) enter into an agreement with a local entity to advance a project or project phase not included in the five-year adopted work program. The following provisions apply:

### 1. FOR SPECIFIC COUNTIES WITH A POPULATION GREATER THAN 500,000:

- Effective July 1, 2009, the total amount of these type advances is limited to \$250 million statewide.
- Project advancements for any inland county with a population greater than 500,000 dedicating amounts equal to \$500 million or more of local government infrastructure surtax pursuant to Section [212.055\(2\)](#), F.S., for improvements to the SHS which are included in the local MPO's or the department's long range transportation plans shall be excluded from the calculation of the statewide limit of project advances.
- The project must represent a high priority of the local government entity



- Reimbursement to the government entity must be from funds appropriated by the Legislature.
- For implementation of LFRF program, the Florida Statutes specifically define a project phase as: acquisition of right of way, construction, construction inspection and related support phases. Project development and environmental and design may not be advanced under the LFRF program.
- Bond funds may not be used to reimburse the local government.
- Criteria for project selection – the following criteria shall be used in the selection of projects for the LFRF program:
  - Higher priority should be placed on projects included in the strategic intermodal system (SIS) or on projects that relieve congestion on the SIS.
  - Higher priority will be given to projects, which may be reimbursed at an earlier date.
  - Candidate projects must be included in the MPO's long-range transportation plan and the local governments' comprehensive plans.
  - Projects using statewide bridge funds should be to correct a structural deficiency.
  - Emphasis should be on projects that increase capacity.
- The Work Program Development and Operations Office is responsible for coordinating and controlling fund allocations for this program. Funds will be set a side at a statewide basis only and tracked by the Work Program Development and Operations Office to ensure future year payback is programmed according to the approved LFA and payback schedule. For the balance remaining in this program contact the Work Program Development and Operations Office.
- Department policy for tracking the \$250 million cap dictates that when a repayment comes into the adopted work program it will be deducted from the cap, freeing up LFRF funds which may be used to advance another project.
- If a balance exists, candidate projects should be submitted to the manager of the Work Program Development and Operations Office. A justification to advance the project, the basis for project selection, and the payback schedule (by year) must be included. The projects will be consolidated and submitted to the director of the Office of Work Program and Budget for review and approval.
- When approved, the districts will be requested to add the projects in the tentative work program during the development cycle. The districts must also program the repayment.

Note: the repayment must be programmed even if it is outside the new five year time period.

## **2. PROGRAMMING GUIDELINES – ADVANCES FROM OUTSIDE THE FIVE-YEAR ADOPTED WORK PROGRAM**

- See the program plan crosswalk link in the references section of this chapter for the appropriate transportation system, program number, phase and fund combinations.
- Advance the project under the same program number as originally programmed. If the department is letting the project, use the same phase as originally programmed. If the local entity is letting the project, use the appropriate X8 phase.
- Use the fund code LFRF for the funds provided by the local entity. Program the amount based on present day costs (PDC). Do not use the LFRF fund code for the reimbursement.

- Include the participant name on the Item Segment Definition (WP01) screen or Item Comments (WP33) screen in the FM system.
- When the department does the work or lets the contracts:
  - Reimbursement with state funds:
    - Program LFRF funds in the year to which the project/phase is advanced.
    - Program fund allocation type 1 on the LFRF funds.
    - Program the appropriate program number for the type of project being advanced.
    - Program a phase A8 and program number 39 for the full reimbursement amount to the local entity in the year the reimbursement to the local entity is to begin. If two phases were originally programmed in different years, the payback may be in different years. The payback must be programmed in the original year for each phase. Do not use fund code LFRF to program the A8 phase. For FLP Deferred Reimbursement Agreements, use the program number for the specific area within FLP when programming the A8 phase for reimbursement, and use DRA as the item group identifier. For more information, please refer to the FLP chapter of these instructions.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	05	LFRF	\$100,000	1	2020 (letting)
A8	01	39	DDR	\$100,000	1	2026 (payback)

- Reimbursement with federal funds:
  - Program LFRF funds in the year to which the project/phase is advanced.
  - Program fund allocation type 1 on the LFRF funds.
  - Program the appropriate program number for the type of project being advanced.
  - Program a phase A8, fund code ACXX, program number 39 and allocation type 1 for the full reimbursement amount to the local entity in the year the reimbursement to the local entity is to begin. If two phases were originally programmed in different years, the payback may be in different years. The payback must be programmed in the original year for each phase. Do not use fund code LFRF to program the A8 phase.
  - Program federal funds on the A8 phase in an amount equal to the ACXX funds, with a program number 52 and an allocation type 1.
    - Since budget is not requested for conversion (program number 52), the budget for the reimbursement will not be doubled.
    - If the reimbursement is funded with ACNP or ACBR an estimate for conversion should not be programmed.
    - Federal authorization is requested on the A8 phase. Federal aid projects must be authorized in the advanced construction mode prior to commitment.

Example:

**Work Program Instructions**

**Tentative Work Program – FY 19/20 – 23/24**

**September 12, 2018**

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	05	LFRF	\$100,000	1	2020 (letting)
A8	01	39	ACSU	\$100,000	1	2026 (payback)
A8	01	52	SU	\$100,000	1	2026 (conversion)

- When the locals do the work or let the contract:
  - Reimbursement with state funds:
    - Program LFRF funds with an X8 phase in the year to which the project/phase is advanced.
    - Program fund allocation type 4 on the LFRF funds.
    - Program the appropriate program number for the type of project being advanced.
    - Program a phase A8 and program number 39 for the full reimbursement amount to the local entity in the year the reimbursement to the local entity is to begin. If two phases were originally programmed in different years, the payback may be in different years. The payback must be programmed in the original year for each phase. Do not use fund code LFRF to program the A8 phase.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
58	01	05	LFRF	\$100,000	4	20220 (letting)
A8	01	39	DDR	\$100,000	1	2026 (payback)

- Reimbursement with federal funds:
  - Program LFRF funds with an X8 phase in the year to which the project/phase is advanced.
  - Program fund allocation type 4 on the LFRF funds.
  - Program the appropriate program number for the type of project being advanced.
  - Program a phase A8, fund code ACXX, program number 39 and allocation type 1 for the full reimbursement amount to the local entity in the year the reimbursement to the local entity is to begin. If two phases were originally programmed in different years, the payback may be in different years. The payback must be programmed in the original year for each phase.
  - Program federal funds on the A8 phase in an amount equal to the ACXX funds, with a program number 52 and an allocation type 1.
    - Since budget is not requested for conversion (program number 52), the budget for the reimbursement will not be doubled.
    - If the reimbursement is funded with ACNP or ACBR an estimate for conversion should not be programmed.
    - Federal authorization is requested on the A8 phase. Federal aid projects must be authorized in the advanced construction mode prior to commitment.

Example:

## Work Program Instructions

Tentative Work Program – FY 19/20 – 23/24

September 12, 2018

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
58	01	05	LFRF	\$100,000	4	2020 (letting)
A8	01	39	ACSU	\$100,000	1	2026 (payback)
A8	01	52	SU	\$100,000	1	2026 (conversion)

### D. ADVANCES FROM OUTSIDE THE FIVE-YEAR ADOPTED WORK PROGRAM (LRSC)

In accordance with Section [339.12\(4\)\(c\)](#), F.S., the department may (upon approval by the district secretary and the finance and accounting assistant secretary) enter into an agreement with a local entity to advance a project or project phase not included in the five-year adopted work program. The following provisions apply:

#### 1. FOR SPECIFIC COUNTIES WITH A POPULATION OF 150,000 OR FEWER:

- Effective July 1, 2009, the total amount of these type advances is limited to \$200 million statewide.
- Counties having a population of 150,000 or fewer as determined by the most recent official estimate under Section [186.901](#), F.S.
- Project or project phases mean right of way acquisition, construction and construction inspection, as well as related support phases.
- The project must represent a high priority of the local government and must be included in the local government's adopted comprehensive plan.

#### 2. PROGRAMMING GUIDELINES – ADVANCES FROM OUTSIDE THE FIVE-YEAR ADOPTED WORK PROGRAM

- See the program plan crosswalk link in the references section of this chapter for the appropriate transportation system, program number, phase and fund combinations.
- Advance the project under the same program number as originally programmed. If the department is letting the project, use the same phase as originally programmed. If the local entity is letting the project, use the appropriate X8 phase.
- Use the fund code LRSC for the funds provided by the local entity. Program the amount based on present day costs (PDC). Do not use the LRSC fund code for the reimbursement.
- Include the participant name on the Item Segment Definition (WP01) screen or Item Comments (WP33) screen in the FM system.

### E. LFR/LFRF REIMBURSEMENT SCHEDULE

- If the project is \$2M or less or federal funded (including AC funded) – the reimbursement will be made in a lump sum in the year the project was originally scheduled in the work program.
- If the project is \$2M or less or federal funded (including AC funded) programmed over a multiple-year period – an annual amount equal to the original amount programmed will be reimbursed per year for the same number of years as the phase A8 is programmed. For example, if the reimbursement is programmed in fiscal year 2020 for \$500,000 and fiscal year 2021 for \$500,000, an annual payment of \$500,000 will be made in fiscal year 2020 and in fiscal year 2021.
- If a resurfacing project is state funded and over \$2M – payments will be made in six equal quarterly payments beginning in the year the project was programmed. For example, if a project was originally

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programmed in fiscal year 2020 for \$5M and advanced to fiscal year 2019, reimbursement would begin July 2019 and cover six quarterly payments of \$834,000 ending in October 2020.

- If a project is state funded and over \$2M – payments will be made in ten equal quarterly payments beginning in the year the project was programmed. For example, if a project was originally programmed in fiscal year 2020 for \$5M and advanced to fiscal year 2019, reimbursement would begin July 2019 and cover 10 quarterly payments of \$500,000 ending in October 2020.
- Unlike LFR/LFRF reimbursements, Local Agency Program (LAP) Agreements funded with AC funds will be reimbursed in the same manner as state funded projects and will not be repaid as lump sum.
- Earmarks will be reimbursed on a case by case basis as determined by the department's comptroller.

**Any variation from the above options must be approved by the comptroller.**

## **F. PROPORTIONATE FAIR SHARE AGREEMENTS**

The growth management legislation passed in 2005 requires transportation concurrency before a local government may issue a development order. If there is an existing construction project in the first three years of the adopted work program on the corridor that will provide additional capacity necessary for transportation concurrency, the concurrency requirement is deemed as having been met and the local government may issue the development order.

The alternative to meeting the transportation concurrency requirement through projects in the first three years of the adopted work program is for the developer to enter into a proportionate fair share agreement with the local government. In such an agreement, the developer agrees to fund all or a portion of a future roadway project to mitigate traffic impacts. If a roadway which required concurrency mitigation is on the SIS, the department must also be a party to the agreement. In basic terms, the local government negotiates with the developer for dollars to offset the impact of the development on the transportation corridor. Agreements are only to be executed for projects that can provide the required transportation concurrency (be under construction) within 10 years of the execution of the proportionate fair share agreement. By signing an agreement, the department is not guaranteeing the project will be under construction within 10 years, but is agreeing with the local government that sufficient funding is "reasonably anticipated."

Once the agreement is executed and the dollars have been paid to the local government, the development order can be approved. For those projects that are on the SIS, the department will receive the funds made available pursuant to the agreement. For other projects off the SIS but on the SHS, the department may also receive the funds for use towards a future project, and although not required by law, should be involved in the agreement. All proportionate share agreements are subject to a feasibility test by the Department of Economic Opportunity.

Under very limited circumstances, a letter of credit may be accepted at the time the proportionate fair share agreement is executed, with the funding to be provided at the time the project will move forward. This is not the preferred method and requires the approval of the department's comptroller prior to execution of the agreement.

Once an agreement is executed and funds are received by the department, a copy of the executed agreement and the check must be sent with a transmittal memorandum to the OOC General Accounting Office, MS 42B, to the attention of Jason Adank, Deputy Comptroller. The OOC will prepare and execute an escrow agreement with the Department of Financial Services whereby the funds will be held in the state treasury until they are to be used on a project. The OOC will provide a quarterly report for all funds held in escrow pursuant to proportionate fair share agreements. The transmittal memorandum needs to include a reference to the item number under which the funds are being programmed in the work program. Once the project is ready to move forward, the funds are released from the escrow account. At that time, any interest earned on the funds will be added to the amount programmed on the project.

The agreements will specifically state the corridor and limits that are being impacted and the capacity project that will provide the necessary concurrency, e.g. four laning of SR XYZ between Main Street and

Third Avenue. There is no restriction in which phase(s) the funds can be used, but the funds should not be programmed for in-house costs. If for some reason the identified project could not move forward, e.g. due to environmental issues, the funds could be used on a project on another corridor if that project will reduce the congestion on the corridor identified in the proportionate fair share agreement. Questions on programming proportionate fair share agreements should be directed to the Work Program Development and Operations Office. Questions on all other issues related to proportionate fair share agreements should be directed to the Office of Policy Planning.

For programming purposes, the following guidance is provided:

- Use fund code LFP for programming funds received pursuant to a proportionate fair share agreement.
- If there is a project in year four or five of the adopted work program, the funds received pursuant to the proportionate fair share agreement may be substituted for or added to the existing funding.
- If the project is on the SIS and has been funded in the Ten-Year SIS plan, the funds received pursuant to the proportionate fair share agreement may be substituted for or added to the existing funding.
- If no project exists in the adopted work program or the Ten-Year SIS Plan, the funds shall be programmed in a reserve item (box) in year 10 of the work program. A specific reserve item will be established for each corridor identified in a proportionate fair share agreement. If more than one proportionate fair share agreement is executed for the same corridor, the funds may be programmed on the same item number. During the next gaming cycle, all proportionate fair share agreements will be reviewed and the projects considered for programming. Again, a proportionate fair share agreement should not be executed unless it is anticipated that the project referenced in the agreement can be under construction within 10 years from the date of execution of the agreement.
- If no specific phase has been identified, the funds should be programmed with phase 52, allocation type 1 and fund code LFP using the appropriate transportation system. The phase may be changed as the project develops and a specific use for the funds is identified, as part of the normal work program processes.
- For programming purposes, letters of credit are treated as if the funds have been received, using the fund code LFP.
- Use item group identifier PFS for all projects programmed with funds received pursuant to a proportionate fair share agreement.

For programming after the Tentative is closed, the funds must be transmitted to the OOC whenever funds are received pursuant to a proportionate fair share agreement. If the funds received are to be programmed on an existing project in the adopted work program, the project can be amended to add the additional funds. If the funds are for a future project, the adopted work program would be amended to add a new reserve item, since the addition of a reserve item does not require a work program amendment. Once the project is fully identified and funded, the project would be added to the work program through the normal work program development cycle. Funds received would not be programmed in the current fiscal year.

## **G. REFERENCES**

Procedure [350-020-200](#), Contract Funds Approval

Procedure [350-020-300](#), Locally Funded Agreements Financial Provisions and Processing

Procedure [350-020-301](#), Financial Provisions for All Department Funded Agreements

FDOT employees can access the program plan crosswalk by using the following link:  
<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>

**PART III - CHAPTER 19: LOCATION INFORMATION FOR ROADWAYS,  
BRIDGES AND TRAIL SYSTEM**

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## **PART III - CHAPTER 19: LOCATION INFORMATION FOR ROADWAYS, BRIDGES AND TRAIL SYSTEM**

### **A. OVERVIEW**

Throughout the year, the Office of Work Program and Budget periodically reports agency accomplishments to the Florida Legislature, Florida Transportation Commission and the Florida Department of Transportation's (department's) executive leadership team. Two accomplishments in particular are improvements and additions to both our road and bridge networks. These accomplishments indicate past achievements and those future endeavors prescribed in the department's Program Resource Plan.

These instructions explain the use of certain fields in the Road - Item Segment Location (WP07) screen; Bridge - Item Segment Location (WP10) screen, and Trail – Item Segment Location (WP38) screen. This data is key to determining and reporting agency performance in terms of “lane miles added” and “lane miles improved” (for roadway projects) and “bridges to be repaired or replaced” (for bridge projects). GIS software uses this data to map work program projects.

To ensure links to the roadway characteristics inventory (RCI) and the bridge management system (BMS) can be made, include the following for road and bridge projects: roadway identification (ID), project limits, and applicable item group identifiers with state milepost information. This information is necessary during construction phase programming because it allows credit toward district/turnpike enterprise accomplishments and program targets. The Systems Planning Office also uses this information to monitor the Strategic Intermodal Systems (SIS) compliance with the SIS Cost Feasible Plan.



**B. ROAD - ITEM SEGMENT LOCATION (WP07) SCREEN**

WP07	D_ Display Add Update DEL_loc AddAll			
	Workmix Loc_Fin_proj Bridge Item_Seg_def			
		FDOT - Work Program Administration	06-05-2018	
		Item Segment Location - Road	09:28:32	
Item: _____	Segment: _	Geographic District: _____	County: _____	MORE:
Desc:				
Roadway Id: _____	SR No: _____	US No: _____		
Beginning Point: ___0.000	Ending Point: ___0.000	Length: _____		
Roadway Side: _	Lanes Existing: _____	Lanes Improved: __	Lanes Added: __	
Proposed X-Sect: _				
Federal Aid System: _____	Fed Hwy System: _____			
Comments: _____	_____			
	_____			
	_____			
	_____			
	_____			
	_____			
	_____			
	_____			
	_____			
F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff				

- A roadway project is normally defined as contiguous construction work within a county/section roadway ID number. A project's length is automatically computed as the difference between the beginning and ending milepoints on the WP07 screen. When no roadway section points have been attached to an Item Segment, adding all section points between two mileposts on a single roadway can be accomplished by using the Add All command (AA). This is achieved by entering the roadway ID, Minimum Beginning Milepoint, and the Maximum Ending Milepoint. Please note that once a roadway section is attached to an Item/Segment, the Add All option is no longer available. Occasionally, gaps between contiguous project sections will occur where work will stop and restart further down the roadway. In instances where the gap distance in both directions is significant to the description of work accomplished (e.g., exceeds approximately one-half (1/2) mile), create separate entries on the WP07 and WP10 screens for each new location.

In the following circumstances, consider establishing new item segment numbers:

- The roadway project crosses a county line
- The character of project changes, which materially affects unit costs of project pay items
- There is a significant gap between the beginning and ending milepoints
- For roadway projects programmed with state funds where the majority of the work is on the state highway system, up to approximately one-half (1/2) mile off the state highway system in either direction is permissible if the work is integral to the function of the project.
- Sections of non-mainline (non-through lane) pavement within the project limits, such as turn lanes, interchanges, intersections, guardrails, signing/pavement markings, intelligent transportation systems, ramps, frontage roads, crossroads and rest areas will normally be improved as part of a resurfacing project. However, they are not reported as mainline through lane miles resurfaced in the program objectives and accomplishments report. In order to associate additional roadway ID numbers for anything other than the through lanes, the district would create a separate entry on the WP07 screen (use PF6 for multiple entries on the roadway ID screens). If there is more than one roadway ID on the project, note it on the comment screen. All roads functionally classified as rural major collector and above are already assigned roadway ID numbers. The Transportation Statistics Office, through the district/turnpike enterprise planning offices, assigns new roadway ID numbers. All active and future roadway projects require unique roadway ID numbers. Sidewalks, signs, bike paths, multimodal trails, landscaping, signal projects off the state highway system and off the federal highway system (Transportation System 16), do not require roadway ID numbers.
- Roadway ID numbers are required for new projects off the state highway system and off the federal highway system. The roadway ID may be inactivated once the project has been closed, unless the road is on the SIS system. Such roads are subject to the Transportation Statistics Office's normal process.
- For projects off the state highway system, the Transportation Statistics Office will set up a series of roadway IDs using 900 series section numbers. Projects with unique financial project numbers will have their own subsection number. The method is similar to the countywide approach but allows local roadways to be uniquely identified.

Example: Instead of 10 projects on off-system or local roads having a countywide roadway ID of 55-000-000, each of these roads would be assigned a roadway ID ranging from 55-900-001 through 55-900-010. This approach allows each to have its own roadway ID in RCI.

- “Lanes improved” should not exceed the number of "lanes existing". This is defined as the number of through lanes recorded in the RCI system for the majority of the project limits.
- “Lanes added” should be the number of mainline through lanes added to “lanes existing.” Correct coding is necessary in order for a project to be included in SIS reporting and mapping.
- When only one direction of a divided roadway is being improved, enter an “R” for right or an “L” for left as applicable. When both sides are improved, enter “C” for composite.
- Check and correct project and/or segment limits when the plans completion status changes to "60% complete." The project manager or designer should refer to the net project length (indicated on the key sheet to the project plans) during this verification. The project manager/designer should inform the district/turnpike enterprise programming staff of any corrections needed.
- Accuracy is key when determining the measure of district/turnpike enterprise accomplishments. Through lanes are the primary concern when counting lane miles added or improved. Reporting lanes added to the state highway system aids in addressing issues of highway congestion and mobility. Similarly, lanes improved are reported to address the resurfacing of through lanes on the state highway system.
- If bike lanes are within the roadway right of way, use the roadway ID; if not, no roadway ID is needed.
- Lanes existing are automatically populated based on the value in RCI within the milepoints specified. For the following work mixes, if there are breaks in the number of lanes on a roadway project (i.e. two lanes from MP 2.000 to 4.000 and four lanes from MP 4.000 to 5.000), each break will require a separate entry on the WP07 screen.

Work Mix	Description
0548	ADD AUXILIARY LANE (S)
0213	ADD LANES & RECONSTRUCT
0218	ADD LANES & REHABILITATE PVMNT
0547	ADD THRU LANE(S)
0005	FLEXIBLE PAVEMENT RECONSTRUCT.
0002	NEW ROAD CONSTRUCTION
0012	RESURFACING
0015	RESURFACING - RIDE ONLY

0217	RIGID PAVEMENT RECONSTRUCTION
0227	RIGID PAVEMENT REHABILITATION
0102	ROAD RECONSTRUCTION - 2 LANE
0216	SKID HAZARD OVERLAY
0221	WIDEN/RESURFACE EXIST LANES

- If the item segment is not one of the work mixes listed above, the number of existing lanes will be populated based on the value stored in RCI between the begin and end points specified. If the number of existing lanes changes between these points, existing lanes will be populated with the average number of lanes between the points specified.

**C. BRIDGE - ITEM SEGMENT LOCATION (WP10) SCREEN**

```

WP10      D_  Display  Item_Seg_def  Add  DElete  Road
-----
                                FDOT - Work Program Administration          06-05-2018
                                Item Segment Location - Bridge              09:30:22
                                MORE:
Item:  _____ Segment:  _   Geographic District:          County:
Desc:
Roadway Id:  _____ SR No:
Beginning Point:  0.000   Ending Point:  0.000   US No:
Display Included Bridges Only: N (Y/N)   Length:
      Brdg
Sel No.  Inc  Length  NBI Rat  Op St Suff Rat  Struc Typ  Act Typ  Def Disc
Year

F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff
    
```

- Select “bridge” in the “Brdg No” field if a bridge is to be repaired, rehabilitated or replaced within the intrastate highways, other arterials, resurfacing or bridge programs. Identify all bridges to be improved, to include those incidental to road construction or reconstruction projects. Bridge numbers are unique for each structure and allow the repair or replacement to be reported as an agency accomplishment.
- If a project consists of bridge work on more than one roadway ID, setup individual entries for each roadway ID on the WP07 and WP10 screens. This procedure should also be followed when setting up districtwide and similar multi-location projects. It is not necessary to create a separate financial

project by defining a different segment. Once geographic locations have been established on the WP07 and WP10 screens, all the bridges and roadway ID's may be viewed on the Financial Project Location (WP23) screen or by scrolling through the individual entries on the WP10 screen for each roadway ID.

- The WP10 screen displays the last four digits of a six digit bridge number. The first two digits are the county number included in the first two digits of the roadway ID code (i.e., county-section-subsection), as defined on the WP07 screen.
- When bridge work is proposed on an overpass of the mainline section, use the roadway ID (county-section-subsection) of the roadway on which the bridge is located. Measure the location of the beginning and ending bridge mile points along the roadway. When no roadway ID exists for the bridge, request district/turnpike enterprise planning offices assign a county-section-subsection. Both the roadway ID and the bridge location mile points must be used by the district/turnpike enterprise structures and facilities engineers within the BMS and the work program development staff. Identify the bridge in Pontis in order for it to link to the WPA and appear on the WP10 screen. **All off-system bridge projects require roadway ID numbers.**
- The WP10 screen has been modified to allow association of new bridges when design is complete. It has also been modified to no longer display deleted bridges if they were not already associated to the item segment.

**D. TRAIL - ITEM SEGMENT LOCATION (WP38) SCREEN**

```

WP38      D_  Display Add Update DEl_loc Loc_Fin_proj Item_Seg_def
-----
                               FDOT - Work Program Administration           06-05-2018
                               Item Segment Location - Trail                  09:30:57
                                                                                   MORE:
Item:  _____ Segment:  _  Geographic District:           County:
Desc:
Trail Id: _____ Desc:
Beginning Point:  __0.000 Ending Point:  __0.000 Length:
Comments: _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____
        _____

F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff

```

- SUN TRAIL is a statewide system of shared use nonmotorized trails. They are paved multi-use trails authorized and approved by the Legislature. A multi-use trail is defined as a paved, shared use path,

which is typically 12 feet wide, but may commonly vary from 10 feet to 14 or more feet depending upon physical or environmental constraints or volume of use. In some areas of extreme constraints such as at bridges or in environmentally sensitive lands where conditions require a smaller footprint, a trail may be as narrow as eight feet.

- Select “P” for Path in the location screen. IT is used with TRAIL system components.
- The Trail system has been established in the RCI database with a unique railway ID and beginning and ending mile posts. Railway ID numbers are required for new projects and can be obtained from RCI feature 801. They are similar to roadway ID’s, and follow the CO-Section convention. The Section number for SUN TRAIL is 931.
- The SUN TRAIL website at: <https://www.fdot.gov/planning/systems/SUNTrail.shtm> contains much useful information.

The ARCGIS site at:

<http://fdot.maps.arcgis.com/apps/Viewer/index.html?appid=0acc2915532d4cd48aec5ad16265f68f> will allow the user to obtain the railway ID and mileposts.

### E. LOCATION MINOR WORK MIX ROAD (WP11) SCREEN

WP11		D_ Display Add Update DELETE Location	
FDOT - Work Program Administration			06-05-2018
Location Work Mix - Road			09:31:31
			MORE:
Item: _____	Segment: _	Geographic District:	County:
Roadway Id: _____		SR No:	US No:
Beginning Point: 0.000		Ending Point: 0.000	Length:
Sel	Work Mix	Description	Quantity Measure
-	_____		_____
-	_____		_____
-	_____		_____
-	_____		_____
-	_____		_____
-	_____		_____
-	_____		_____
-	_____		_____
-	_____		_____
-	_____		_____
F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff			

If needed, additional minor work mixes should be added using this Location Work Mix – Road (WP11) screen.



- This screen displays each county on a particular item segment phase and sequence. For district-wide projects, multiple counties might be displayed if more than one has been associated to the item segment on the Item Segment Location – County (WP14) screen. Listed are the percent and dollar amount for each county affected by the project.
- The data must be input at the item segment - phase - sequence level.
- To update the screen:
  - On the Item Segment Definition (WP01) screen, enter “L” on the command line to get to the Item Segment Location (WP31) screen.
  - WP31 screen
    - Enter “C” for county in the “Location Type” field to get to the WP14 screen.
  - WP14 screen
    - Enter “A” (Add) at the command line and the county number on the county line to add the county.
    - Enter “LF” (Location Financial Project) on the command line to get to the Location Financial Project-County (WP22) screen, which locates the financial project for the county. This screen lists all phases and sequences for the item segment.
  - WP20 screen
    - On the Phase Estimate Detail (WP20) screen, enter “FL” (Financial Project Location) on the command line to get to the WP23 screen.
  - WP23 screen
    - You may choose to display the counties for the item segment phase sequence. When the counties are displayed, a percentage and dollar amount for each county will be displayed for that item segment, sequence and phase.
    - To delete a county on the WP23 screen, enter “S” (Select) by the county and “DE” (Delete) on the command line. After entering you will receive a yes or no prompt. The percentages will change based on the counties remaining.
    - To change the percentages on the WP23 screen, enter “S” (Select) by the county and “U” (Update) on the command line. Change the percentage and enter “F” in the blank field under the (F). This will assign a fixed percentage to the county modified. After redisplaying, the new percentage will display for the updated county and the percentages for the remaining counties will be recalculated so that the total sums to 100%. A fixed percentage cannot be assigned to all counties; at least one must be left as variable.



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## **PART III - CHAPTER 20: MAINTENANCE**

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## **PART III - CHAPTER 20: MAINTENANCE**

### **A. ROUTINE MAINTENANCE**

#### **1. OVERVIEW**

The highway maintenance program preserves Florida's existing transportation infrastructure by setting certain goals as per [334.046\(4\)\(a\)\(3\)](#) F.S. and delineating preservation standards for the State Highway System (SHS). In order to maintain safe and comfortable driving conditions, the maintenance program accomplishes a multitude of activities including minor pavement repair work, roadside aesthetics, movable bridge operations, drainage facilities, traffic services, vegetation control, highway maintenance condition inspection and evaluation.

#### **2. PROGRAMMING GUIDELINES**

##### **a. Maintenance Projects**

1. For the first two years of the work program, districts will identify contract maintenance and in-house maintenance and define the scope of work. Program the remaining years in a target box. (See Part IV, Federal Aid Programs of these instructions for further information on maintenance.)
2. Maintenance contracts
  - i. Use contract class 2 for any department funded agreement/Memorandum of Agreement (MOA) maintenance contracts let using budget category 088712 and using phase 74 or 78.
  - ii. Use contract class 7 for M&O contracts using phase 72.
3. Service patrol contracts
  - i. For routine maintenance service patrol contracts in FY 2019. Districts must meet the Schedule B target (with no tolerance) using only D and TMxx funds. However, any eligible district allocated fund may be used on service patrol contracts but will not be counted toward the target.
    - 1) Program as M&O contracts
    - 2) Use phase 72 or 78
    - 3) Program number 86.
  - ii. Use program 86 for any funds programmed for service patrol contracts
  - iii. Beginning in FY 2020, Districts must meet the Schedule B target (with no tolerance) using only the DSPC fund code. See the TSMO Chapter of these instructions for programming guidelines.
4. M&O reimbursements involving department funded agreements/MOAs -
  - i. Use phase 78 and
  - ii. Program number 00
5. Youth work experience program (YWEP) Section [334.351](#), Florida Statutes
  - i. Program as M&O contract

- 
- ii. Use phase 72
  - iii. Program number 00.
  6. Florida Highway Patrol (FHP) provides traffic control services during a maintenance project.
    - i. Programmed as M&O contracts
    - ii. Use phase 78
    - iii. Program number 00.
  7. Consultant contracts, other than for bridge inspection and scour, to perform work such as overhead sign inspection, roadway characteristics inventory (RCI) collections, and maintenance engineering management consultants
    - i. Use phase 72
    - ii. Program number 83.
  8. Intelligent Transportation System (ITS) projects in M&O contracts (see the Intelligent Transportation System chapter of these instructions for further guidelines.)
    - i. Program the ITS projects in M&O contracts using phase 72
    - ii. Program number TI.
  9. Asset maintenance contracts - Program using item group identifier ASM.
  10. Highway beautification maintenance grants. This program uses operating budget. These grants must be approved by the Secretary
    - i. Use phase 74
    - ii. Program number 42
    - iii. D funds
    - iv. Contract class 2.
  11. Keep America Beautiful - Program the transfer from the Department of Environmental Protection for Keep America Beautiful, Affiliates of Florida. This program uses operating budget.
    - i. Program number 42
    - ii. phase 74
    - iii. DEP funds.
  12. Warehouse distribution charges for signs are an expense item.
    - i. Use phase 71. For future maintenance contracts, program a phase 71 for each year of the contract. The district maintenance office will provide the estimated cost of signs for each year of the contract.
  13. Program standalone landscape contracts using work mix 1070.

14. For Rail maintenance projects where FDOT owns a portion of the structure and FDOT is contracting with a Railroad Company to perform maintenance on the structural components owned by FDOT. (FDOT shall not fund maintenance projects for Railroad Company assets such as track or structures.)
  - i. Use phase 77
  - ii. Transportation system 10
  - iii. Program 00

The following table illustrates phase and program numbers used for routine maintenance projects.

PHASE GROUP	PHASE TYPE	PROGRAM NUMBER	COMMENT
7	B	00	Facilities maintenance (turnpike only)
7	1	00	In-house roadway maintenance, and in-house bridge inspection or maintenance
7	2	00	Contract maintenance, rest area security contracts, YWEP, landscape maintenance contracts
7	7	00	Maintenance on rail structures partially owned by FDOT
7	8	00	Maintenance agreement with FHP or other local entities
7	2	41	Contract maintenance, lighting
7	8	41	Maintenance agreement with local agencies, lighting
7	4	42	Highway beautification grants
7	2	43	Consultant bridge inspection, scour inspection
7	2	45	Contract maintenance, rest areas
7	2	46	Contract maintenance, movable bridge operations
7	1, 2, 4	47	Fairbanks hazardous waste cleanup
7	1	49	In-house contamination assessment
7	1	50	In-house National Pollutant Discharge Elimination System (NPDES)
7	2, 8	50	NPDES contracts
7	8	64	Maintenance agreement with Department of Corrections
7	1	80	Betterment (in-house)
7	2	83	Other consultant contracts such as overhead sign inspection, RCI collections and maintenance engineering management consultants

PHASE GROUP	PHASE TYPE	PROGRAM NUMBER	COMMENT
7	2, 8	86	Service patrol contracts
7	1	TI	ITS in-house
7	2	TI	ITS M&O contracts

**b. Bridge Inspection**

Note: A joint decision between the Office of Maintenance, Work Program Development Office, Federal Aid Office and the Office of Comptroller was made on how to program bridge inspections activities when they are performed within an asset maintenance contract.

1. Consultant/contract inspection
  - i. Use program number 43 for bridge inspection by consultant/contract on any transportation system.
2. Asset maintenance contract inspection,
  - i. Use program number 43 for inspections of local bridges
  - ii. Use program number 00 for inspection of state or toll bridges.
3. State bridges - D funds will be used for state bridges inspected by consultant, except turnpike (use PKxx funds) and toll (use TMxx funds). **Do not use federal funds.**
4. Use the following tables for programming of bridge inspections, load ratings, scour evaluations and the inspection of overhead signs for state, local, turnpike toll and turnpike enterprise bridges. Use D funds for state bridges inspected by state forces.

SYSTEM	PHASE GROUP	PHASE TYPE	PROGRAM NUMBER	WORK MIX	COMMENT
01,03,05	7	1	00	7092/7093	In-house bridge inspection
01,03,05	7	2	00	7092/7093	Asset maintenance contract - bridge inspection
01,03,05	7	2	43	7092/7093	Consultants/contracts - bridge inspection

Note: The limited inspection required on private bridges over state highways will be accomplished using phase 71 (In-house) with state funds.

5. Local government bridge inspection contracts
  - i. Funded/budgeted biennially using ACBR or ACBZ funds.
  - ii. Use ACBZ funds for inspection of local bridges off the federal-aid system.
  - iii. Use ACBR funds for inspection of local bridges on the federal-aid system.
  - iv. To ensure accurate project accounting, establish a project number for in-house forces to charge time spent administering a local government bridge contract.

SYSTEM	PHASE GROUP	PHASE TYPE	PROGRAM NUMBER	COMMENT
06, 16	7	1	00	In-house bridge inspection
06, 16	7	2	43	Asset maintenance contract - bridge inspection
06, 16	7	2	43	Consultants/contracts - bridge inspection

6. Toll bridges - TMxx funds must be used for inspection of toll bridges:

SYSTEM	PHASE GROUP	PHASE TYPE	PROGRAM NUMBER	COMMENT
04, 07	7	1	00	In-house bridge inspection
04, 07	7	2	00	Asset maintenance contract - bridge inspection
04, 07	7	2	43	Consultants/contracts – bridge inspection

Refer to the Turnpike/Toll chapter of these instructions for more information on the use of TMxx funds.

7. Use PKxx for inspection of turnpike bridges:

SYSTEM	PHASE GROUP	PHASE TYPE	PROGRAM NUMBER	COMMENT
N/A	N/A	N/A	N/A	In-house bridge inspection
02	7	2	43	Consultants/contracts bridge inspection

8. Scour evaluations required for National Bridge Inspection System (NBIS)

- i. Use ACBR funds for projects off the SHS and on the federal-aid system
- ii. Use ACBZ funds for projects off the SHS and off the federal-aid system
- iii. Use state funds for projects on the SHS

9. When using federal funds, the state bridge engineer and the FHWA division bridge engineer must approve the scope of work and the method of compensation prior to requesting technical proposals.

10. If using an asset maintenance contract

- i. Use phase 72 on the proper system.
- ii. Program number 00 if on the SHS
- iii. Program number 43 if off the SHS.

11. Load ratings

- i. Use ACBR funds for evaluation of all state bridge load ratings
- ii. Use PKxx for the turnpike
- iii. Use TMxx for toll facilities (TMxx).

- iv. Use state funds for state bridges off the federal aid system.
12. Ancillary structure (overhead signs, high mast light poles and mast arms) inspections programming guidelines.
- i. Use D funds for all ancillary structure inspections
  - ii. Use PKxx for turnpike
  - iii. Use TMxx for tolls

SYSTEM	PHASE GROUP	PHASE TYPE	PROGRAM NUMBER	COMMENT
01, 02, 03, 04, 05, 07	7	1	00	In-house ancillary structure inspection
01, 02, 03, 04, 05, 07	7	2	83	Consultants/contracts ancillary structure sign inspection

**c. Highway Lighting**

- 1. The Department of Transportation (department) participates with local governmental agencies in the funding for M&O costs associated with highway lighting on the SHS. Highway lighting maintenance and operation costs will be shared by the department and participating local governmental agencies for those systems which meet the department's criteria for installation.
- 2. Reimbursing local agencies for lighting projects which meet department standards,
  - i. Use phase 78
  - ii. Program number 41
  - iii. D funds.
- 3. Reimbursing local agencies for lighting projects which **do not** meet department standards
  - i. Use phase 78
  - ii. Program number 41
  - iii. DS or DDR funds.
  - iv. Use appropriate transportation system
- 4. For department contracts
  - i. Use phase 72
  - ii. Program number 41
  - iii. D funds
  - iv. Use appropriate transportation system

Example: For maintenance lighting agreements with local agencies which meet department standards, use appropriate transportation system, fund code D phase 78 and program number 41.

PHASE	SEQUENCE	PROGRAM NO.	FUND	AMOUNT	TRANS SYS	FISCAL YEAR
78	01	41	D	\$1,000,000	XX	20XX

Example: For maintenance lighting agreements with local agencies which do not meet department standards, use appropriate transportation system, fund code DS or DDR phase 78 and program number 41.

PHASE	SEQUENCE	PROGRAM NO.	FUND	AMOUNT	TRANS SYS	FISCAL YEAR
78	01	41	DS DDR	\$1,000,000	XX	20XX

Example: For contract maintenance lighting agreements, use appropriate transportation system, fund code D, phase 72 and program number 41.

PHASE	SEQUENCE	PROGRAM NO.	FUND	AMOUNT	TRANS SYS	FISCAL YEAR
72	01	41	D	\$1,000,000	XX	20XX

## **B. OUTDOOR ADVERTISING MITIGATION PROGRAM**

### **1. OVERVIEW**

Section [479.106](#), F.S., provides a process for the outdoor advertising industry to remove vegetation around their signs. This law allows the outdoor advertising industry to process an application with the department to remove, cut, or trim trees/vegetation to make visible or to ensure future visibility of a proposed sign or active permitted sign. However, the industry must mitigate for what they remove in vegetation. They can do it themselves under a department approved landscape plan or pay mitigation fees to the department. The district can choose where and how to expend mitigation funds, as long as it is on a landscape project. Listed below is an approved option on how mitigation funds should be handled.

### **2. PROGRAMMING GUIDELINES**

- a. Each district will establish a reserve based on anticipated mitigation fees described in [Rule 14-10.057, Florida Administrative Code](#). Districts are authorized to use the reserve to complete landscape mitigation projects consistent with Section **479.106(3)**, F.S. Establish a new work program item segment and assign district budget when receiving local funds for vegetation mitigation. Districts will coordinate with the Work Program Development and Operations Office as the item may require a work program amendment.
- b. Track and record receipt of revenue(s) from billboard/sign companies using a unique financial project number. Use separate financial projects to record and track commitments and expenditures. It is appropriate to set up financial projects for additional contracts as approved in the future.
- c. Program phase 72 and program number 00 in anticipation of a maintenance contract commitment initially.
- d. If using in-house assets, create maintenance in-house phase and reduce another in-house project/phase.



- e. Program with local funds
- f. Use work mix 7084 – Outdoor Advertising Mitigation.

Example: To program a statewide vegetation management project use transportation system 13, fund code LF, phase 72 and program number 00.

PHASE	SEQUENCE	PROGRAM NO.	FUND	AMOUNT	TRANS SYS	FISCAL YEAR
72	01	00	LF	\$250,000	13	20XX

## **C. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) - MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PERMITTING PROGRAM**

### **1. OVERVIEW**

The National Pollutant Discharge Elimination System (NPDES) - Municipal Separate Storm Sewer System (MS4) Permitting Program was established in 1987 to meet the requirements of the Federal Clean Water Act, as amended. The U.S. Environmental Protection Agency authorized the administration of the program in Florida with the goal of reducing pollutants in stormwater discharges. Multiple NPDES MS4 permits regulate FDOT.

District offices are granted authorization for stormwater discharges under the NPDES MS4 program by maintaining coverage under an individual or generic (general) permit. Districts will maintain NPDES MS4 compliance with individual or generic permits, the FDOT Statewide Stormwater Management Plan and district-specific standard operating procedures.

Work being performed under this program includes the fulfillment of the NPDES MS4 permit requirements. This includes, but is not limited to ongoing maintenance activities, corrective actions to existing stormwater structures (e.g., retention/detention ponds, culverts, drainage ditches, etc.), routine monitoring and sampling activities.

### **2. PROGRAMMING GUIDELINES**

- a. Program number 50 will be associated with budget category maintenance and operations contracts (088712).
- b. For in-house costs related to NPDES
  - i. use phase 71,
  - ii. program number 50
  - iii. transportation system 02 with PKM1 funds or
  - iv. transportation system 13 with DIH funds

PHASE	TRANS SYS	PROGRAM NO.	FUND	AMOUNT	ALLOC TYPE	FISCAL YEAR
71	13	50	DIH	\$10,000	1	20XX

- c. For NPDES MS4, districts will program in accordance with the targets issued in the maintenance portion of Schedule B using state funds only.
- d. For NPDES consultant contracts
  - i. use phase 72

- ii. program number 50
- iii. transportation system 02 with PKM1 funds or
- iv. transportation system 13 with D funds

PHASE	TRANS SYS	PROGRAM NO.	FUND	AMOUNT	ALLOC TYPE	FISCAL YEAR
72	13	50	D	\$10,000	1	20XX

- e. For those districts that have the opportunity to participate in ongoing work being performed by cities/counties,
  - i. use phase 78 (must support these phases with department funded agreements)
  - ii. Program number 50
  - iii. Transportation system 02 with PKM1 funds or
  - iv. Transportation system 13 with D funds These phases must be supported by department funded agreements.

PHASE	TRANS SYS	PROGRAM NO.	FUND	AMOUNT	ALLOC TYPE	FISCAL YEAR
78	13	50	D	\$10,000	1	20XX

- f. Establish separate financial projects (sequence 01, 02) for each department funded agreement and each consultant contract. At a minimum, one financial project to accumulate direct in-house charges (not directly associated with other specific phases already in the work program) in each district.

## **D. REFERENCES**

Procedure [375-000-005](#), Performance Based Maintenance Contracting

Procedure [375-020-002](#), Contract Maintenance Inspection and Reporting

F.S. [334.046](#)

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## **PART III - CHAPTER 21: MATERIALS/TESTING AND APPLIED RESEARCH**

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## PART III - CHAPTER 21: MATERIALS/TESTING AND APPLIED RESEARCH

### A. MATERIALS/TESTING

#### 1. OVERVIEW

The materials/testing program is managed by the Florida Department of Transportation's (department's) State Materials Office located in Gainesville. (The State Materials Office is organizationally located in central office). The materials/testing program includes material testing and construction project related testing to ensure contractor compliance with materials standards and specifications.

##### a. Statewide Specific Authorization Contracts

The State Materials Office will issue a statewide contract to allow selection of a specialty contractor (commercial testing consultant) to perform work utilizing budget from the appropriate district in need of the specific services. The contract should be written such that authorization for services will be done via work orders, purchase orders or letters of authorization (LOA). For each service to be performed, the department will provide the contractor/consultant with a letter to perform the specified services and provide details to which item-phase to apply charges. Prior to issuing the authorization to perform services, funds must be programmed on the district project and encumbered on the statewide contract number. The contract number will be issued by the Contract Funds Management System (CFM) with the State Materials Office establishing a budgetary ceiling. There are no funds encumbered at this time, as they are to be encumbered prior to each work order, purchase order or LOA given by the department and encumbered on the item-phase to which charges will be applied. This methodology will enable the department to contract for specific services needed on projects within each district.

##### b. In-House Support Costs

District in-house materials/testing is included as part of in-house construction, engineering and inspection (CEI) targets and should be programmed by the districts. Direct jobs will be programmed for major department programs such as pavement condition survey, research projects and professional certification of non-DOT personnel.

#### 2. PROGRAMMING GUIDELINES

##### a. In-House Support Costs

To program a project, use program number 00, phase B1, transportation system 13 and the appropriate fund.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>ALLOC TYPE</u>	<u>FISCALYEAR</u>
B1	01	00	D	1	20XX

##### b. Commercial Testing Consultants

- For commercial testing consultants to be used for statewide purposes (activities not assigned to a specific district and managed by the State Materials Office), use the appropriate transportation system, phase B2, program number 00, DC funds and managing District 50.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>ALLOC TYPE</u>	<u>FISCALYEAR</u>
B2	01	00	DC	1	20XX

- For commercial testing consultants for a specific district activity, use phase 62, program number 96, appropriate managing district, and any qualifying district allocated fund source except D or DC funds. Usually each consultant contract will provide testing for more than one specific project, so state DS funds are appropriate. However, if a consultant contract is project specific, then federal or DDR funds may be appropriate.
- Program number 96 is allowable on project specific and districtwide (County 99) geotechnical/materials testing phases (phase 62). Program projects with qualifying district allocated funds.
- Funding for fabrication inspection activities has now been allocated to the districts rather than programmed by the State Materials Office. Therefore, each district will be required to make provisions for these costs within their CEI boxes as needs are identified by the State Materials Office. When a need is identified, the State Materials Office will request the appropriate district to propose adding a phase 62, program number 96, to an existing project. The State Materials Office will negotiate a statewide testing contract which must be used by the districts for testing activities identified by that office. The district will be required to reduce their CEI box to cover this need and may use any district allocated fund.

Example: To program a project for commercial testing funded by a district, use the appropriate transportation system and fund code, phase 62 and program number 96.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>ALLOC TYPE</u>	<u>FISCALYEAR</u>
62	01	96	DS	1	20XX

## **B. APPLIED RESEARCH**

### **1. OVERVIEW**

The applied research program is managed by the department’s Research Center. All departmental research, regardless of its nature, should be funded through this program. Research contracts are primarily with universities.

The program is developed through prioritized needs statements submitted by department offices/districts throughout the state which are reviewed by the Research Center manager and approved by the department’s executive leadership . The Research Center programs all projects for this program. The research program also manages pooled fund studies, the National Cooperative Highway Research Program (NCHRP), highway research correlations services, and the Local Technical Assistance Program (LTAP). The state match portion of this program is based on a minimum of 25% of federal planning and research program (HR funds) funds. If a central office or a district chooses to program special research issues from their own allocation of funds, such projects must still be reviewed by the Research Center. (See Part IV, Federal-Aid Programs, Chapter 1 of these instructions, for further information on federal planning and research program).

### **2. PROGRAMMING GUIDELINES**

#### **a. In-House Support Costs**

For central office in-house administrative cost, use program number 00, phase B1, transportation system 13 and the appropriate fund.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>ALLOC TYPE</u>	<u>FISCALYEAR</u>
B1	01	00	HR	1	20XX

**b. Applied Research**

- Allowable fund codes: DC, HR (federal highway research), TSM (LTAP program), FEDR (federal research activities)
- Phase: B2 (contracts)
- Program number: 00

Example: To program a project, use the appropriate transportation system, the fund code from the allowable fund code list, program number 00 and phase B2 for contracts or B1 for in-house administrative cost.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>ALLOC TYPE</u>	<u>FISCALYEAR</u>
B2	01	00	HR	1	20XX

**c. Transfers to Pooled Fund Studies**

The Transportation Pooled Fund (TPF) Program allows federal, state, and local agencies and other organizations to combine resources to support transportation research studies. To program a TPF project use phase B2, program number 00 and HR funds.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>ALLOC TYPE</u>	<u>FISCALYEAR</u>
B2	01	00	HR	6	20XX

## **PART III - CHAPTER 22: PLANNING**

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## **PART III - CHAPTER 22: PLANNING**

### **A. OVERVIEW**

Planning includes the activities and resources required for the identification, definition, selection, analysis, reporting, development and implementation support of transportation facilities/service projects for all modes of transportation for people and/or goods.

#### **1. PLANNING WORK PROGRAM CONSULTANTS**

##### **a. Overview**

- D Funds - Funding levels provided in Schedule B for state funded “D” planning consultants may be used for any planning activities, to include contracts with the Metropolitan Planning Organizations (MPOs) that provide services to the Department as a vendor. Please note, “D” funds are not permissible on the Unified Planning Work Programs (UPWPs).
- HP Funds - Funding levels provided in Schedule B for federally funded “HP” planning consultants should only be used for planning activities in the planning and environmental management program component to the maximum extent possible (exceptions can be authorized by the applicable budget entity).

##### **b. Programming Guidelines**

###### **Work Program Planning Consultants**

- Transportation System: Use appropriate system number. (See Appendix D of these instructions.)
- Work Mix: Use appropriate planning work mix. (See Appendix D of these instructions.)
- Contract Class: Use contract class 4 – Miscellaneous, Phase: Use Phase 12 – Planning Consultants (for private firms).
- Contract Class: Use contract class 2 – External managed (not LAP), Phase: Use Phase 18 – Planning Consultants (for other agencies who provide services to the Department as a vendor).
- Program Number: Use program number 00 – Regular Program.
- Fund Code: Only D (excluding public private partnership set asides) and HP funds will count toward Schedule B target levels; however, any applicable district allocated fund may be used.

Statewide and districtwide work program planning consultant activities that are not site specific can be programmed, but must be definitive as to purpose and scope to be eligible for the related program (see the Project Costing chapter of these instructions).



Example: To program a work program planning consultant for interstate corridor improvements, use transportation system 01, work mix 8615 - Corridor/Subarea Planning, contract class 4, phase 12, program number 00 and the D fund code with an allocation type 1.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
12	01	00	D	\$200,000	1	20XX

## **2. IN-HOUSE PLANNING, INCLUDING OPERATING CONSULTANTS**

### **a. Overview**

The districts are responsible for programming in-house planning support, (salaries, expenses, OPS, OCO, contracted services overtime, HRD, etc.) as identified in Schedules A and B. In-house planning is not limited to the funds allocated for planning and may be programmed using other central office or district allocated funds. Funding levels provided for federally funded “HP” in-house planning should only be used for planning activities in the planning and environmental management program component to the maximum extent possible (exceptions can be authorized by the applicable budget entity).

In-house planning targets and funding levels have been developed based on the district planning cost centers’ and the central Planning and Environmental Management Offices’ approved operating budget.

### **b. Programming Guidelines**

#### **1) In-House Planning**

Each district has financial project numbers programmed for each of the following in-house planning activities: policy planning activities, data collection activities, and systems planning activities. These three categories track expenditures for the statewide planning and research program plan and progress reports provided to Federal Highway Administration (FHWA) semi-annually. Districts will not need to create any new financial project numbers for in-house activities; new fifth year estimates are added to the existing projects as future programming.

Should the need arise to program additional financial projects for in-house activities, those items would be created using the following information:

- Transportation System: Use system 13 – Non-System Specific, except for Turnpike use appropriate system number.
- Work Mix: Use 0040 – Transportation Planning.
- Phase: Use phase 11 to program in-house planning activities.
- Program Number: Use program number 00 – Regular Program.

- Fund Code: Use HP and D fund codes, except for Turnpike use PKYI, and for the Metropolitan Planning Organization Advisory Committee (MPOAC) use PL.

**In-House planning phases with HP funds are to be authorized as 100% participating.**

Example: To program an item for modal development, use transportation system 13, work mix 0040, contract class 4, phase 11, program number 00 and the HP fund code with an allocation type 1. For other in-house activities not federally reimbursable or where there are insufficient federal HP funds, D funds should be programmed.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
11	01	00	HP	\$50,000	1	20XX

**2) Operating Budget Consultants**

Districts and central offices may have an item number programmed for operating budget consultants. A new item sequence is added each year for federally funded operating budget consultants only.

- Transportation System: Use system 13 – Non-System Specific.
- Work Mix: Use 0040 – Transportation Planning.
- Phase: Use phase 12 to program planning consultants.
- Program Number: Use program number IS – miscellaneous consultant – for state funded in-house operating consultants.
- Program Number: Use program number PC – planning in-house consultants – for federally funded in-house operating consultants.
- Sequence for program number IS - state funded operating consultants: A new financial project sequence is *not needed* for each fiscal year.
- Sequence for program number PC - federally funded operating consultants: A new financial project sequence is added to each federally funded central office planning in-house consultant item for each fiscal year to allow for accurate federal authorization and cost accounting of planning in-house consultants.
- Fund Code: Use D fund code for program IS.
- Fund Code: Use HP fund code or program PC.

Example: To program a districtwide operating budget planning consultant, use transportation system 13, work mix 0040, contract class 4, phase 12, program number IS and the D fund code with an allocation type 1.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
12	01	IS	D	\$90,000	1	20XX

Reserve items may be programmed, in the central office, as a contract class 8 using the appropriate fund code and program numbers directed in sections 1 and 2 above. These reserve items may be utilized to reserve additional HP funding allocations pending decisions regarding fund distribution and use by the executive leadership team.

### **3. METROPOLITAN PLANNING ORGANIZATIONS**

#### **a. Overview**

There are currently 27 metropolitan planning organizations (MPOs) in the state of Florida.

Federal regulations require MPOs to develop Unified Planning Work Programs (UPWPs). UPWPs are two-year documents that describe the work plan of the MPO, including the funding type(s) and amount(s) for each task. MPOs are required to include all federal funds being provided to the MPO for planning purposes in their UPWP, regardless of fund type (i.e. PL, STBG, etc.). In addition, MPOs include state funds (such as those from the Commission for the Transportation Disadvantaged) and local funds in the UPWP, for informational purposes.

Prior to the start of each UPWP cycle, the Office of Work Program & Budget will establish item segment numbers for each MPO's UPWP. This item number should be identical to the previous UPWP but should be a subsequent segment. With the exception of FTA funds, *all* federal funds in the two-year UPWP for each MPO are to be programmed on this individual work program item segment. Combining all federal funds (excluding FTA) into one item enables streamlined contracting, tracking and invoicing of MPO funds. No other item shall be programmed for federal funds (excluding FTA) that are allocated to an MPO. The various federal fund sources should be programmed separately by sequence. Programming guidelines can be found below.

For more detailed information on the UPWP, see the MPO Program Management Handbook, Chapter 3 at:

<http://www.fdot.gov/planning/Policy/metrosupport/Resources/FDOT%20MPO%20Handbook.pdf>

#### **b. Metropolitan Planning (PL)**

##### **1) Overview**

FHWA apportions a lump sum amount of metropolitan planning (PL) funds each year to the state of Florida. Each state DOT is responsible for administering this appropriation based on a formula developed by the state in consultation with the MPOs and approved by the FHWA division administrator.

Effective July 1, 2017, the state of Florida PL distribution, for fiscal year 18/19 forward, is as follows:

- The MPOAC will receive an off-the-top allocation of \$642,952 from each requested annual apportionment, which includes the following:

- A base amount of \$332,626 (not to exceed the approved operating budget).
  - \$85,000 for the MPOAC Institute.
  - \$55,000 for consultant fees.
  - \$170,326 for Association of Metropolitan Planning Organizations (AMPO) and National Association of Regional Councils (NARC) dues (for all MPOs and MPOAC).
- Each MPO will receive a base annual apportionment amount of \$350,000.
  - In addition to the base annual apportionment of \$350,000 each MPO will receive additional PL funds proportionate to the population of the urbanized area relative to the total urbanized area population in the state, from the balance of funds remaining after the aforementioned apportionments.
  - MPOs that merge retain base allocation.
  - \$350,000 one-time allocation for MPOs extending boundaries to include new urbanized areas.

At least four months equivalence of each MPO's approved UPWP metropolitan planning (PL) funds must be authorized by the FHWA, and committed to support the annual UPWPs by July 1 of each fiscal year. The remainder of the authorizations will be provided after October 1 when the official FHWA Notice of Apportionments is received. PL allocations may fluctuate depending on the approved level of apportionment from FHWA. Additional authorizations to increase the level of PL funds during the fiscal year require a UPWP amendment. The districts must submit the "request for federal authorization" to the central office federal aid coordinators no later than June 15 in order to have the fund authorizations processed with an effective date of July 1. For more detailed instructions see the MPO Program Management Handbook, Chapter 3 at:

<http://www.fdot.gov/planning/Policy/metrosupport/Resources/FDOT%20MPO%20Handbook.pdf>

The federal/local matching ratio for metropolitan planning (PL) funding is 80/20 percent. However, the Florida Department of Transportation (Department) has elected to utilize toll credits to "soft match" these federal funds in lieu of matching with state funds. Districts are not required to program a match for PL funds provided to the MPOs. This includes both state and local funds. The soft match provision permits a state to use toll credits to eliminate the usually required non-federal matching share of all programs authorized by [Title 23 U.S.C. \(Section 120\)](#).

Section [339.135\(6\)\(a\)](#), F.S., requires a statement from the comptroller of the department that budget is available before the commitment of state funds. The joint participation agreements for the pass-through of PL funds require that the commitment of PL funds be effective on

July 1. The department's comptroller will conditionally approve encumbrance forms for the

commitment of PL funds by July 1, subject to budget approval and the appropriation of funds. The districts must submit encumbrance forms to the Office of the Comptroller no later than June 15.

MPOs have a two year UPWP. MPOs who have excess PL funds programmed in the current year should leave the encumbrance in the first fiscal year. Any expenditures applicable to the first fiscal year should bill against that fiscal year. An MPO may also elect to de-obligate and un-encumber these funds so they can roll forward for use in the next fiscal year. In the first year, there is no need to de-obligate or close out the first fiscal year. Prior to the end of the second fiscal year, the UPWP amendment and de-obligation requests should be approved by the MPO no later than April 15 and submitted to the district no later than May 1. The district should submit the UPWP amendment, de-obligation request, and the FHWA approval letter to the Statewide Programs Section in the Work Program Development and Operations Office by May 15. District federal aid coordinators should then de-obligate PL funds and copy the Work Program Development and Operations Office when it is transmitted to the Federal Aid Management Office for processing. Finally, two-year UPWPs for the next fiscal years shall be submitted to FHWA for approval by June 1.

UPWPs must be closed out September 30 of the second year of the two year UPWP. For example, for the UPWP covering fiscal years 16/17 and 17/18, the close out must be done by September 30, 2018.

## **2) Programming Guidelines**

With the exception of FTA funds, all federal funds in the two-year UPWP for each MPO are to be programmed on the UPWP work program item segment. These funds shall be programmed under phase 14 – Planning Grant. Each MPO's Metropolitan Planning (PL) allocation is to be programmed on sequence 01 of this item segment.

- Transportation System: Use system 13 - Non-System Specific.
- Work Mix: Use 0040 – Transportation Planning.
- Contract Class: Use 2 – Externally Managed (Not LAP).
- Managing District: Indicate district in which the MPO is located.
- County: Use the largest county (based on population) within the MPO area.
- Description: \_\_\_\_\_ MPO UPWP for FY XX/XX & XX/XX
- Phase: Use phase 14 – Planning Grant.
- Fund Code: Use PL.
- Federal Appropriation Category: use the appropriation category for the current Federal Act for Metropolitan Planning

Example: To program \$1,000,000 of PL funds for Hillsborough MPO on the Hillsborough MPO's FY 16/17 & 17/18 UPWP item, use transportation system 13, work mix 0040, managing district 7, Hillsborough County, description: Hillsborough MPO UPWP for FY 16/17 & 17/18, phase 14, program no. 00, fund code PL.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
14	01	00	PL	\$1,000,000	1	20XX

MPO PL fund allocations and balances are monitored by the Work Program Development and Operations Office. Schedule A provides the total allocation of PL funds to all MPOs. Estimate amounts for each individual MPO within each district will be provided by the PL administrator in the Work Program Development and Operations Office.

**c. Surface Transportation Block Grant (STBG)**

**1) Overview**

An MPO, with district work program office concurrence, may use Surface Transportation Block Grant funds to supplement the PL allocations for planning tasks identified in an MPO UPWP. These funds must be identified for a task in the UPWP. It is at the discretion of the department to decide whether the funds will be allocated to the MPO and the amount of the allocation. Beginning with fiscal year 15/16, each MPO requesting STBG funds to supplement planning will be subject to the following:

For STBG funds:

- If the PL carryforward balance plus de-obligations at the end of the UPWP cycle exceeds 20% of an MPO's PL approved allocations for the 2-year UPWP cycle, then STBG funds will not be authorized on the new UPWP until the MPO is in compliance with this policy.
- If the MPO prioritizes updating their Long-Range Transportation Plan (LRTP) in their List of Priority Projects (LOPP) for the year(s) that the update will occur, the District may make STBG funds available to the MPO to cover the cost of the LRTP update. The STBG funds to cover the update maybe in addition to any other STBG funds made available to the MPO for planning purposes, and shall not negatively impact the other STBG funded tasks the MPO has prioritized for these update years.
- A matrix showing the PL carryforward balance from the previous UPWP, a short description of work tasks and all funding sources for the 2 year period of the UPWP must be submitted to demonstrate the shortfall without the requested STBG funding. The district work program office and the district liaison will determine the validity of the request and decide whether approval is granted.
- All attempts to fund project phases leading to construction shall be exhausted prior to allowing the use of STBG funds for planning projects in non-Transportation Management Areas.

- If STBG funds are being programmed for a model validation project, the project may be programmed at 100% of the project cost regardless of the status of PL funds.

**2) Programming Guidelines**

As discussed above, with the exception of FTA funds, all federal funds in the two-year UPWP for each MPO are to be programmed on the UPWP work program item segment. STBG funds that are allocated to the MPO shall be programmed under the MPO’s UPWP item, using the STBG fund code. Fund types outside of PL (such as STBG) are to be programmed as phase 14 – Planning Grant and shall be programmed by fund type on sequences subsequent to 01 (i.e. 02, 03, etc.).

- Transportation System: Use system 13 - Non-System Specific.
- Work Mix: Use 0040 – Transportation Planning.
- Contract Class: Use 2 – Externally Managed (Not LAP).
- Managing District: Indicate district in which the MPO is located.
- County: Use the largest county (based on population) within the MPO area.
- Phase: Use phase 14 – Planning Grant.
- Fund Code: Use appropriate STBG fund code (see Appendix D7 of these instructions)
- Federal Appropriation Category: use the appropriation category for the current Federal Act for the Surface Transportation Block Grant

Example: To provide the Hillsborough MPO with \$200,000 in SU funds for FY 17/18, the funds should be programmed under the Hillsborough MPO FY 16/17 & 17/18 UPWP item. Assuming the MPO’s PL allocation is programmed on sequence 01, the SU funds shall be programmed under sequence 02. Use transportation system 13, work mix 0040, managing district 7, Hillsborough County, phase 14, program number 00, fund code SU.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
14	02	00	SU	\$200,000	1	2016

**d. Additional Federal Funds for Metropolitan Planning**

**1) Overview**

In addition to STBG Funds, an MPO may receive other federal funds that are passed through the department to supplement the UPWP. As with PL and STBG, these funds must be identified on a task (or multiple tasks) in the UPWP and reflected in the budget sheets for the UPWP.

There are additional federal programs that the department administers that are eligible for metropolitan planning purposes, such as the Congestion Mitigation and Air Quality (CMAQ)

program. It is at the discretion of the district work program office and the MPO district liaison to decide whether the funds will be allocated to the MPO and the amount of the allocation. This decision should be held to a level of consideration at least equal to that of the decision to provide an MPO with STBG funds.

## **2) Programming Guidelines**

As discussed above, with the exception of FTA funds, all federal funds in the two-year UPWP for each MPO are to be programmed on the UPWP work program item segment. All additional federal funds beyond PL, including one-time grants, that are allocated to the MPO shall be programmed under the MPO's UPWP item, using the relevant fund code(s). Fund types outside of PL (such as CM) shall be programmed as phase 14 – Planning Grant and are to be programmed on sequences subsequent to 01 (i.e. 02, 03, etc.) according to fund type. For example, if an MPO receives PL, SU, and CM funds, the PL funds would be programmed on sequence 01, the SU funds on sequence 02, and the CM funds on sequence 03. If the MPO only receives PL and CM, the PL would be programmed on sequence 01 and the CM programmed on sequence 02.

### **e. D funds**

The use of D funds to supplement tasks in the UPWP is not permitted. This use of D funds for MPOs requires the establishment of a state financial assistance program for this purpose; there is no legal authorization to establish such a program, and therefore no legal authorization for the MPOs to utilize these funds for metropolitan planning.

## **4. STATEWIDE ACCELERATION TRANSFORMATION (SWAT)**

### **a. Overview**

The purpose of the Statewide Acceleration Transformation (SWAT) Process is to utilize an established and coordinated framework in conducting early iterative project consideration at appropriate times to inform work program development regarding anticipated project class of action, anticipated duration and scheduling of pre-construction phases, and recommendations to support judicious use of federal funds, SWAT process implementation is intended to enhance project scoping and scheduling through multi-disciplinary project consideration, accomplished through the District SWAT Team and assigned project managers' iterative review of key project issues, advancement of activities and studies to support the future Project Development and Environment (PD&E) phase, recognition of prioritization and associated schedule management coordinated through FDOT's Production Schedulers and the Project Management Scheduling (PSM) system. The SWAT Team should advise the District Work Program Office of identified information associated with candidate projects (through SWAT Planning Meetings) as well as projects in either the Tentative of Adopted Work Program (through SWAT Strategy Meetings). The SWAT Process is further described in Part 1 Chapter 4 of the PD&E Manual.



**b. Programming Guidelines**

Activities performed to support SWAT Process implementation and involve planning activities or PD&E pre-work (for example, survey, traffic analysis, geotechnical, threatened and endangered species survey) may be advanced with either Phase 12 and/or Phase 22 tasks in support of future Phase 22 activities.

- Transportation System: Use appropriate system number. (See Appendix D of these instructions.)
- Phase: Use phase 12 – Planning Consultants (for private firms) or phase 22 PD&E Pre-work
- Item Group Identifier: Use SFO if State Funded Only.
- Program Number: Use program number 00 – Regular Program.
- Fund Code: Use the applicable district or statewide managed fund.
- Example: To program a SWAT PD&E pre-work for completing SWAT process implementation through candidate or programmed project review or other Phase 22 pre-work , use transportation system 01, phase 22, program number 00, and DS fund code, with an allocation type 1.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
22	01	00	DS	\$200,000	1	20XX

**5. EFFICIENT TRANSPORTATION DECISION MAKING (ETDM)**

**a. Overview**

The purpose of the Efficient Transportation Decision Making (ETDM) process is to incorporate environmental considerations into transportation planning to inform project delivery. The ETDM process facilitates linkages between the planning phase of a project with the National Environmental Policy Act (NEPA) and other transportation environmental review processes. Through this process, the FDOT provides the opportunity for early stakeholder input on “qualifying transportation projects,” which helps support planning decisions and develop the project development and environmental (PD&E) project scope with a clearer understanding of the environmental setting and potential concerns. Planning decisions documented through this process may be adopted into and support NEPA requirements. Refer to the *Project Development and Environment Manual Part 1 Chapter 2, Class of Action Determination for Highway Projects*, or ETDM Manual Chapter 2, ETDM Process for details on describing a “qualifying transportation project.”

Projects completing an ETDM screening are programmed in the department’s five-year Work Program initially with either a PD&E study phase or a design phase.

**b. Programming Guidelines**

An FHWA memorandum on the “Applicability of the Uniform Act when Federal Aid Funds Participate in District Preconstruction Activities” dated April 26, 2007, states: “Statewide transportation planning only contemplates proposed projects, which have not been developed to the point at which the NEPA requirements or the Uniform Act would apply (49 CFR 24). However, once a State elects to use Federal-aid funds for the preparation of an environmental document and the lead federal agency issues a NEPA finding, the State is obligated to comply with the Uniform Act, and all other applicable Federal requirements.”

Per the FHWA legal opinion in the memorandum, ETDM activities support planning decisions and are considered planning level activities. Refer to Work Program Instructions Part IV Section A for additional details. ETDM activities include preparation for completion of or further coordination of additional activities supporting an ETDM screening (planning and programming screens) including but not limited to Alternative Corridor Evaluation activities and advancement of technical or feasibility studies prior to a PD&E study.

Care should be taken to program related planning and environmental ETDM activities as planning projects, separate from PD&E activities, to support NEPA on a specific project. ETDM screenings should be used to identify activities such as, scoping and coordination activities, establishment of long range estimates or planning activities through the Statewide Acceleration Transformation (SWAT) Team to perform in advance of initiation of the PD&E study, as defined in the PD&E Manual.

Consultant services and in-house costs to specifically perform and support the ETDM planning and programming screens should be programmed as described in Sections A and B of this chapter and must be programmed with an ETDM item group identifier. If it is determined that the project will be state funded only, then this must be maintained throughout all the work program phases, and the District must use the State Funded Only (SFO) item group identifier (further described in Part III, Chapter 25 Project Development and Environment).

The district retains flexibility to determine the best source of funds (state or federal) to cover ETDM phase 12 tasks and support future phase 22 activities. Phase 22 funds can be used to complete ETDM activities in advance of the official start of the NEPA study, given constraints described above. Refer to the PD&E chapter of these instructions for programming phase 22. Phase 12 and/or phase 22 funds may be placed in a districtwide reserve box specifically for advanced activities; or the district may identify funds in other districtwide consultant contract boxes sufficient to cover the related ETDM tasks.

- Transportation System: Use appropriate system number. (See Appendix D of these instructions.)
- Work Mix: Use work mix 9990 – ETDM Screening or 8615 - Corridor/Subarea.
- Contract Class: Use contract class 4 – Miscellaneous.
- Phase: Use phase 12 – Planning Consultants (for private firms).

- Item Group Identifier: Use ETDM.
- Program Number: Use program number 00 – Regular Program.
- Fund Code: Only D (excluding public private partnership set asides) and HP funds will count toward Schedule B target levels; however, any applicable district allocated fund may be used.

Example: To program an ETDM planning consultant for completing ETDM screenings, use transportation system 01, work mix 9990 – ETDM Screening or 8615 - Corridor/Subarea Planning, contract class 4, phase 12, program number 00, and the D fund code, with an allocation type 1.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
12	01	00	D	\$200,000	1	20XX

- Projects that are developed within or from the ETDM process must be programmed with an ETDM item group identifier.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
Any	01	00	D	\$200,000	1	20XX

## **B. REFERENCES**

[Title 23 U.S.C. 134](#)

[Title 23 U.S.C. 135](#)

[Chapter 253](#), F.S.

[Chapter 267](#), F.S.

Section [311.14](#), F.S.

Section [332.006](#), F.S.

Section [334.048](#), F.S.

Section [335.065](#), F.S.

[Chapter 338](#), F.S.

Section [339.155](#), F.S.

Section [339.175](#), F.S.

Sections [339.61-64](#), F.S.

[Chapter 341](#), F.S.

[Chapter 348](#), F.S.

[Chapter 349](#), F.S.

[Chapter 351](#), F.S.

Section [373.4137](#), F.S.

[Chapter 403](#), F.S.

Procedure [650-000-001](#), Project Development and Environment Manual

Procedure [650-000-002](#), Efficient Transportation Decision Making Manual

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# **PART III - CHAPTER 23: PRELIMINARY ENGINEERING**

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**PART III - CHAPTER 23: PRELIMINARY ENGINEERING**

**A. OVERVIEW**

The preliminary engineering (PE) program includes the activities and resources related to location engineering and design phases of highway and bridge construction projects. Activities include topographic data collection, project development, surveying and mapping, engineering and design. (For further information see Part IV, Federal Aid Programs.) For programming post design engineering services, please see the Construction Engineering and Inspection chapter of these instructions.

**B. IN-HOUSE PRELIMINARY ENGINEERING**

**1. OVERVIEW**

- Program PE phase physical limits consistent with construction phase limits. Exceptions to this rule to use districtwide or corridor limits should be judged on the basis of materiality for accurate project costing.
- In-house phases should be programmed on specific projects, but they may also be programmed on box items. The total programmed should correspond to the target amount reflected in Schedule B.
- The Florida Department of Transportation (department) should maintain sufficient in-house PE for a viable training program so department staff and surveyors have "hands-on" experience in design and other related work activities.

**2. PROGRAMMING GUIDELINES**

- Program in-house as appropriate, within these guidelines: Develop in-house staff levels sufficient to monitor consultants.
- Use phase 31, program number 00.
- On the State Highway System (SHS)
  - State-funded

In-house phases for state funded projects on the SHS must be programmed with DIH, DSBX, PKXX funds, as appropriate.

- Federal-funded

In-house phases for projects on the SHS using federal funds may be programmed using DIH, DSBX or PKXX funds, but may also be programmed with any eligible federal fund. See Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more detail about programming DSBx funds.

- Off the SHS

In-house phases for projects off the SHS must be programmed with any eligible federal fund.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
31	01	00	SA	\$10,000	1	20XX

**C. PRELIMINARY ENGINEERING CONSULTANT**

**1. OVERVIEW**

- All cost estimates for PE and project development and environment (PD&E) work phases for product support shall be prepared by district staff designated by the district director of transportation development. The individuals developing the cost estimates for the PE and PD&E work phases shall document the basis of the cost estimates by a signed memorandum transmitting the estimated cost to the district Work Program Office. The memorandum shall include a summary of all presumptions made in preparing the cost estimate. Considerations that should be included in developing these cost estimates are the conceptual construction cost estimates, the proposed type of environmental documentation, any known or expected environmental concerns, the stage of design plans to be developed, the level of design effort already complete, and the complexity of the project.
- PE targets for each district and the central office are shown in Schedule B. PE in all programs should be estimated for each individual project and itemized separately.

**2. PROGRAMMING GUIDELINES**

- PE consultants for bridge replacement are funded by the statewide bridge program.
- Example: \$500,000 is allocated annually for the PE consultants to support the pavement management program. These funds should be programmed by the central office program manager using phase 32, DC funds, program number 00 and managing district 40.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
32	01	00	DC	\$10,000	1	20XX

- PE may also be programmed over multiple years in order to reflect individual contracts for location studies, environmental studies, corridor analysis, and all other PE and PD&E activities.
- If a PE consultant contract (phase 32, program 00) is to be split into sequences (e.g. sequence 01 and sequence 02), program the estimated amount of each sequence in the year in which the contract for that sequence is anticipated to be executed.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
32	01	00	DS	\$10,000	1	20XX
32	02	00	DS	\$10,000	1	20XX

**D. VALUE ENGINEERING**

**1. OVERVIEW**

All projects with an estimated cost of \$25 million or more shall have a minimum of one value engineering (VE) study conducted during project development. This estimated cost shall include all costs associated with the project, including but not limited to design, right of way, construction and administrative costs. For design-build projects, the VE study shall be conducted prior to the release of the request for proposal document. The greatest potential for improvement is during the initial concepts or comparison of alternatives review periods; therefore, it is the department’s objective to schedule studies during these phases.

The districts have the flexibility to study additional projects below the mandatory \$25 million cost threshold. Projects which may be considered should include:

- Projects that substantially exceed initial cost estimates

- Complex projects
- Projects requested for VE by a department project manager
- Projects with high right of way costs
- Projects and processes with unusual problems

For federal guidelines, see Part IV, Federal Aid Programs, of these instructions.

## **2. PROGRAMMING GUIDELINES**

Each district should budget and reserve an appropriate amount based on the district's work program for VE studies. VE projects are eligible for federal-aid. Use phase 32, program 00 to program value engineering studies performed by consultants for planning, PD&E and final design. State or federal funds may be programmed.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
32	01	00	XXXX	\$40,000	1	20XX

## **E. DESIGN METHODS**

### **1. CIVIL INTEGRATED MANAGEMENT PROJECTS (3D PROJECTS)**

- 3D Design – A 3D Design is one in which the creative work or service of Engineering is performed with the full knowledge of the work-space in three dimensions. This implies the use of more modern methods performed with computer based tools allowing the design professional to view the project workspace in three dimensions, as one would in the real world.
- If the project is one in which cross sections or special profiles are needed to communicate design intent to the construction contractor or are necessary for the computation of quantities, the project should be designed using 3D Design methods.
- Use the Item Group **3DPR** for all projects that will include a 3D design element. It is imperative that all projects using this design method are properly coded.

## **F. REFERENCE**

Procedure [625-030-002](#), Value Engineering



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## **PART III - CHAPTER 24: PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E)**

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## **PART III - CHAPTER 24: PROJECT DEVELOPMENT AND ENVIRONMENT (PD&E)**

### **A. OVERVIEW**

Project Development and Environment (PD&E) activities consist of the work necessary to:

- Determine a project's purpose and need
- Perform advance activities prior to initiation of the PD&E study [e.g., scoping or Statewide Acceleration Transformation (SWAT) Team activities]. See Part 1 Chapter 4 of PD&E Manual and Part III Chapter 22 of Work Program Instructions
- Develop project concepts
- Perform preliminary engineering for project alternatives
- Consider the environmental impacts of a project
- Conduct alternatives analysis as appropriate
- Perform project public involvement activities
- Prepare required reports, statements or studies
- Document the selected location and design concepts for the project
- Obtain location design concept acceptance, or lead agency approval of a preferred alternative

For further information see Part IV, Federal Aid Programs of these instructions.

It is not a requirement to prepare all projects to federal standards. Use state funding on all phases should be considered for projects where there is a need to deliver these projects faster. District project development engineers and environmental staff should work together to ensure appropriate consideration, determination and programming, regardless of how the District is organized. This will apply to district managed as well as statewide managed funds. This consideration can be accomplished through implementation of the Statewide Acceleration Transformation (SWAT) Process as described in Part III Chapter 22 of this Manual and Part 1 Chapter 4 of the PD&E Manual. The SWAT Process applies to both state and federally funded projects, the consideration of recommended funding approach is one outcome of the SWAT Process. Project funding recommendations may be based upon consideration of project timing, availability of design and construction funds needed, in addition to recognition of those project which must be federalized or are recommended to be federalized as referenced in the following sections.

If it is determined that the project will be state funded only, then this must be maintained throughout all the work program phases. If the determination is made that federal funds will be used the District should program federal funds for the PD&E study.

PD&E phases added to the work program regardless of the funding source (state or federal) must go through the SWAT process. The SWAT effort includes SWAT Team Planning Meetings, SWAT Strategy Meetings, SWAT Project Kick-off Meetings, use of revised PSM codes, schedule, scope of service development, and consideration of overlapping PD&E and Design phases. These early activities are good sound project management activities that have broad application beyond just state only funded projects.

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## **B. FEDERAL VS. STATE FUNDING DECISION CRITERIA**

### **1. PROJECTS THAT MUST BE FEDERALIZED OR MUST STAY FEDERALIZED THROUGH FHWA**

- On the Interstate
- Using or involving Interstate right-of-way (e.g., air rights, adjacent, etc.)
- Projects within and impacting federal lands such as National Parks or Forests, etc.
- Projects where a federally funded phase has occurred (funds expended)
- Projects where current work is federally funded
- Transportation Alternatives (TA) program
- Safety Program projects
- Type I Categorical Exclusions (CE) type projects, (listed in Part 1, Chapter 2 of the PD&E Manual) for bridge replacements in-kind qualifying (bridges qualifying under the “bridge program”)
- Off-System projects

### **2. PROJECTS WHERE FHWA FUNDING SHOULD BE CONSIDERED**

- Projects qualifying as Type I CEs, (listed in Part 1 Chapter 2 of the PD&E Manual), noting that bridge replacements in-kind qualifying under the “bridge program”, as noted above, must be federalized
- Consideration of impacts to work program flexibility based upon anticipated cost of construction

## **C. PROGRAMMING GUIDELINES**

### **1. IN-HOUSE PD&E ACTIVITIES OR STUDIES**

- Phase 21 funds can be used for PD&E activities prior to initiation of the PD&E study.
- All in-house PD&E should be programmed using a phase 21, and program number 00, regardless of the organizational location (planning or production) of the in-house staff performing the work.
- On State Highway System (SHS)
- State-funded: In-house phases for state funded projects on the SHS must be programmed with DIH, DSBX, PKXX funds, as appropriate. See Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more detail about programming DSBx funds.
- In order to indicate projects to be state funded only, use the following item group identifier:
  - SFO – State Funded Only

These projects should be tagged with item group identifier (SFO) at the start of the process to prevent use of federal funds on an item segment.

- Federal-funded: In-house phases for projects on the SHS using federal funds may be programmed using DIH, DSBX or PKXX funds, but may also be programmed with any eligible

federal fund. See Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more detail about programming DSBx funds.

- Off SHS: In-house phases for projects off the SHS must be programmed with eligible federal funds.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
21	01	00	DIH	\$10,000	1	20XX

## **2. CONSULTANT PD&E**

- Consultant PD&E should be programmed using a phase 22.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
22	01	00	DS	\$10,000	1	20XX

Note: To program PD&E activities in other areas such as FCO and emergency bridge repair and bridge inspection, see the respective chapters for programming guidelines.

- Phase 22 funds can be used for PD&E activities prior to initiation of the PD&E study.
- PD&E phases for bridge replacement will be programmed using statewide bridge funds and BRRP funds for bridge repair. See the Bridge Repair and Replacement chapter of these instructions for programming guidelines.
- DS and other state funds shall not be programmed for projects off the SHS except when otherwise directed by specific legislation. See the Federal Aid Funds Used Off the State Highway System chapter of these instructions for programming guidelines.
- PD&E phases will be included in the analysis of program levels to preliminary engineering targets, unless they are accomplished by in-house staff.
- If the determination is made that federal funds will be used the District should program federal funds for the PD&E study.
- Projects identified as Advance Production Potential projects should use the following group identifier:
  - APP - Advance Production Potential
- In order to indicate projects to be state funded only, use the following item group identifier:
  - SFO – State Funded Only
  - These projects should be tagged with item group identifier (SFO) at the start of the process to prevent use of federal funds on an item segment.

## **D. REFERENCES**

Procedure [650-000-001](#), Project Development and Environment Manual

## **PART III - CHAPTER 25: PROJECT COSTING**

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## **PART III - CHAPTER 25: PROJECT COSTING**

### **A. OVERVIEW**

Project managers are responsible for reporting the actual financial activity on a project as it compares to the estimated amount. Project costing is used to show the total cost of a project as well as the use of budget and funds in the Work Program Administration (WPA) system, so the Florida Department of Transportation (department) knows the financial status of its projects at any point in time. In addition, certain funds are reimbursable by other agencies and organizations, so accurate project costing is imperative for seeking reimbursement. The annual results of the department's project costing are also used as the statistical basis for future allocations of the department's indirect costs within the indirect cost allocation plan.

### **B. INDIRECT PROJECTS**

#### **1. DIRECT VERSUS INDIRECT PROJECTS**

Definitions of direct and indirect projects are provided below:

- **Direct Project** - financial projects with identifiable, separate and quantifiable units of work that directly contribute to the accomplishment of a legislatively authorized project, product or program. Examples include phases detailed in other chapters: preparation of design plans, supervision of consultants, right of way (R/W) acquisition, construction engineering supervision, traffic operations, routine maintenance, planning, MPO coordination, etc.
- **Indirect Project** - financial projects with units of work which contribute to and support direct projects but aren't related to the product or output. The costs charged to indirect projects are re-distributed to direct projects through an approved methodology. Examples of indirect projects include general administrative costs, such as personnel management, purchasing, accounting services, etc. Note the unique characteristic in that an indirect project may support multiple direct projects.

In-house resources may be programmed on direct or indirect projects. In-house phases will be programmed for each direct project for charges related to oversight responsibilities. Employees who perform this role should be charging the majority of their time to the in-house phase for direct projects identified in the adopted work program. However, these units will have indirect costs related to personnel leave, training and position duties not directly supporting work program projects. In these instances, employees should charge to the indirect project approved for that specific purpose.

#### **2. PRIMARY INDIRECT PROJECTS**

Primary indirect projects have been established in each district/turnpike enterprise and central office to capture administrative costs. Projects should be programmed and codes disseminated to staff for them to charge costs which are not related to any other direct or indirect specific project. The primary indirect cost projects are listed below:

Central Offices	190970 1 A1 01
District 1	201610 1 A1 02
District 2	213940 1 A1 02
District 3	223175 1 A1 02
District 4	232917 1 A1 03
District 5	243376 1 A1 02
District 6	252058 1 A1 02
District 7	259104 1 A1 02
Turnpike Enterprise	190970 1 A1 08

### **3. ESTABLISHING ADDITIONAL INDIRECT PROJECTS**

Indirect projects are established to collect or isolate a group of indirect costs from any organizational unit to support management and administrative needs not involving direct projects. Indirect financial projects can be programmed when needed, allowing managers to capture costs for a wide range of activities without setting new accounting codes.

Examples include employee time and cost of travel, work program development, public involvement activities, budget preparation, process improvement team’s effort, or other specific internal activities. District work program managers should make known to district managers this capability exists. Project managers should ensure employees record their time and effort to capture the desired results.

All cost centers will have some level of indirect costs. The targets in Schedule B allow for this. Organizationally, the majority of cost centers in executive leadership (administration) in central office, districts and turnpike enterprise will routinely charge to the primary indirect project.

The program plan crosswalk link cited in the references section of this chapter identifies the relationships between phase group and phase type program components. Currently, in-house direct programs (cost centers) are cross-walked to phases for direct cost charges, (e.g., preliminary engineering to phase 31). The primary indirect project phase A1 cross-walks to administration. However, when cost centers other than administration need to aggregate indirect charges, phase A1 should be used. Please note the type of cost center does not always determine the project or phase.

### **4. PROGRAMMING GUIDELINES**

Program indirect projects as follows:

- Transportation system: 13 (non-system specific)

- Fund code: D
- Phase: A1
- Program number: 00

## **5. X9 PHASES**

Each product and in-house work program phase will have a corresponding X9 phase. The work program fund used on these X9 phases will be DIOH corresponding to state funds, DIOH with distribution area OH corresponding to federal funds and PKOH corresponding to turnpike funds. If the direct phase is funded with DSBX, TOXX, TMXX, PKM1, or PKYO, the fund used on the X9 phase will be the same as fund used on the direct phase. There are exceptions to fund and rate allocations for certain DSBX programmed projects. Contact the Project Cost Section in the General Accounting Office for these exceptions.

The X9 phase will be generated for each fiscal year in which the corresponding contract and in-house phase is programmed. The agency program number will be 00. The generation and maintenance of the X9 phases is handled by an automated update to the work program. No specific programming is required.

In-house amounts programmed by districts/turnpike enterprise contain only direct charges. All indirect costs redistributed to a project will be generated on the appropriate X9 phase.

Indirect costs will be calculated on the basis of consultant, grants and construction amounts and in-house total direct costs.

## **C. DISTRICTWIDE AND GENERAL CONSULTANT PROJECTS**

### **1. OVERVIEW**

Districtwide and general consultant (GC) projects, while not site specific, must be definitive as to purpose and scope to be eligible for the related program. Districtwide programming should be **limited. It is not appropriate programming to refer to these projects in descriptions as contingency or target boxes. Direct districtwide projects accept charges, boxes do not.** Districtwide and GC projects will also have indirect costs allocated to them. Programming of direct districtwide jobs to accept charges may be appropriate where:

- The functional project does not divert charges from overhead that legitimately should be allocated to other production jobs, or
- Programming of specific individual jobs is impractical, e.g. traffic signals in arterial traffic operations, plans review, permitting work performed by traffic operations or safety accident analysis/safety improvements. Programming or charging individual activities would be excessive and not cost beneficial. While not site specific, neither are they indirect because the results are considered a product of the department.



Note: The use of districtwide programming reduces the ability to report on the specific location of some project expenditures. Do not use districtwide where individual projects could be used.

## **2. WORK PROGRAM VERSUS OPERATING BUDGET**

A significant portion of the amounts programmed for districtwide and GC projects are used as an extension of department staff in order to ensure required expertise and adequate resources are available to deliver **planned** transportation projects/services. When consultants are performing work related to specific projects or corridors, it is appropriate to pay for these costs with work program budget (08XXXX budget category). An example is the completion of a survey that is provided to in-house department staff to specifically support the design of a project.

**Task work orders and costs related to consultant services for non-project specific work, must be covered using operating consultant budget** (budget category 100686). Non-project specific work includes general administrative or information technology (IT) services and applications which improve or support department operations. Items a and b. below outline specific examples of activities and work product for both project-specific and non-project specific work.

### **a. Districtwide/GC Activities - Work Program Budget**

- Project specific planning or engineering consultants
- Special R/W and construction cost estimates for corridors that are not yet viable projects with financial project numbers (FPNs).
- Various department studies for non-FPN specific issues including safety and hazard studies, drainage studies, planning studies, etc.
- R/W property acquisition/relocation
- R/W property management/project delivery
- Various small general assignments for tasks not associated with FPN's including crash summaries, safety public involvement, bicycle safety studies, guardrail assessments, drainage structure repairs, development of shell scopes, maintenance studies, etc.
- Activities and resources related to the identification, definition, selection, analysis, reporting, development and implementation of transportation facilities/service projects for all modes of transportation
- Turnpike studies for specific projects
- Minor design (\$200,000 or less)
- Mapping and surveying
- Geotechnical
- Materials verification

- Bridge inspection and design
- Planning studies/reviews – development of regional impacts (DRIs), level of service (LOS) analysis and planned unit development (PUD) review.
- Planning studies/reviews - modal development/evaluation, including, but not limited to, the following:
  - Aviation, rail, seaport, transit, space master plans
  - Aviation, rail, seaport, transit system plans
  - Transit alternative studies
  - System maps
  - Specialized studies
- Design traffic
- Transportation facility or corridor operational analysis
- Access management
- Efficient transportation decision making (ETDM) on existing and potential future project assessments
- Traffic operations – signal retiming, safety/operational studies
- National pollutant discharge elimination systems (NPDES) evaluation, inspection, design
- Project development and environmental (PD&E) assessments, drainage investigations
- Value engineering studies
- Specification packages
- Aerial photography
- Architectural, electrical, civil and mechanical engineering support
- Minor architectural design (\$100,000 or less)
- Emergency management planning, continuity of operations for transportation facilities (example: contraflow)
- General coordination with various agencies on non-specific project issues including: department policy standards for all modes of transportation, Americans with Disabilities Act, permit applications, utility liaison activities, etc.
- Roadway characteristics inventory (RCI) data collection
- Statistics and data support for transportation projects

- Websites for specific projects
- Public information activities for specific projects
- Rail, transit, seaport, intermodal and aviation project support
- Project management/scheduling activities
- Automated Turnpike Toll Systems (Sunpass)

Note: Equipment purchased that is not used exclusively for this purpose should be funded with operating budget.

**b. Intelligent Transportation Systems (ITS) – Work Program Budget**

- Intelligent Transportation Systems (ITS) program, including, but not limited to, the following:
  - Replacement of aging equipment, both field and traffic management centers (TMCs)
  - Software needed to operate TMCs

Note: Equipment purchased that is not used exclusively for this purpose should be funded with operating budget.

- ITS design work
- Construction engineering inspection (CEI) work to support the deployment of ITS
- Deployment of advanced traffic signal systems
- Deployment of connected vehicle (CV) technology (design may be eligible as long as it is for a specific corridor)
- Power needs for field devices

**c. Districtwide/GC Activities - Operating Budget**

- Information technology (IT) applications, systems development and testing, including, but not limited to, the following:
  - RCI data systems development
  - Production management/scheduling systems application development
  - Website development (non-project specific; example: office websites)
  - Web Focus Managed Reporting Environment (MRE)
  - Geographic Information System (GIS) development
  - Applications development, database development, IT tool development
  - Maintenance service agreements.

- Various annual reports (example: annual turnpike report) and non-specific studies of trends
- Development of Emergency Management continuity of operation plans (COOP) for department personnel and facilities
- Electronic Document Management System (EDMS) assistance
- R/W property management/sale and leasing
- General public information activities (non-project specific)
- Non-project specific program management, coordination, quality assurance
- Contractual support services – includes writing grants, correspondence control, maintenance of files, etc.
- Management/administration services
- Correspondence control support, maintenance of files
- Non-specific project administrative activities
- Training department staff on an as needed basis
- Preparation/printing of newsletters (non-project specific)

**d. Intelligent Transportation Systems (ITS) - Operating Budget**

- Intelligent Transportation Systems (ITS) program maintenance and facilities, including, but not limited to, the following:
  - Power needs for TMCs
  - Janitorial services for TMCs
  - TMC grounds upkeep (mowing and weed control)
  - Stand alone service agreements
  - TMC building maintenance
  - Security
  - Phone service
  - Water and sewer

**3. PROJECT COST REDISTRIBUTION**

Districtwide and general consultant contracts (both existing and new contracts) utilizing funds from fiscal year 2009 forward should adhere to the requirements of Procedure 360-050-005, Project Cost Reporting. A project cost redistribution (PCR) computer application has been established for

purposes of redistributing districtwide and general consultant costs to component projects (the specific project for which the expenditures were incurred). Redistribution of expenditures through the PCR application will occur after services are performed by the consultant at the time of invoicing. The consultant will be responsible for submitting a spreadsheet or PCR file to the department with every invoice. The redistribution file will be an electronic file which will provide for charges for minor or sub tasks made directly to the districtwide or GC contract that will be redistributed to the various projects. **The redistribution will be made through an automated process whereby the estimate and commitment on the districtwide or GC contract will be reduced and the estimate and commitment on individual projects will be added/increased.** Phases 2C (PD&E), 3C (design), 6C (CEI) and 7C (Maintenance) will automatically be established on the individual projects to which the charges are being reallocated. **Direct programming to a phase XC is not permitted, since these phases are strictly to record the redistribution of charges from the districtwide or GC contract.** It is anticipated that R/W services and all planning contracts will not require submittal through the PCR computer application. Neither existing nor future R/W and planning projects will be flagged for PCR redistribution.

Primary work for PD&E, design or CEI should not be charged to a districtwide or GC project. Whenever possible, an attempt should be made to charge PD&E, design, or CEI work to the project specific number. However, it is recognized that some accommodations will need to be made for current business practices. Only costs for minor or sub tasks on districtwide/GC contracts related to PD&E, design or CEI may be reallocated to a specific individual project. At the time that PD&E or design activities are initially begun on an individual project, if the cumulative costs of minor or sub tasks for a specific individual project are anticipated to exceed \$500,000, and no primary PD&E or design phase exists in the adopted work program, a work program amendment must be processed to add the appropriate X2 phase, and the activities must be charged to the specific X2 phase. If the cumulative costs of minor or sub tasks reallocated to a 2C or 3C phase on an ongoing individual project are anticipated to exceed \$500,000, and no primary PD&E or design phase exists in the adopted work program, a work program amendment must be processed to add the appropriate 2C or 3C phase.

#### **4. PROGRAMMING GUIDELINES**

Districtwide and GC projects must carry enough descriptive definition to disclose their purpose. Do not use merely "districtwide."

- Contract class: Districtwide and GC projects should not be programmed as a contract class 8, box item. All other contract classes may be used, as applicable.
- Fund use: Generally, no local funds may be programmed on districtwide or GC projects. Federal funds may be programmed when specifically approved for districtwide purposes and are reimbursable from the Federal Highway Administration. Federal funds may not be used for GC contracts. DS funds may be programmed, except for planning, which will use D or HP funds.
- Transportation system: Turnpike Enterprise may use transportation system 02 for all districtwide projects. Other districts may use transportation system 13 for all districtwide projects.

- Phase and program number: Consultant activities (districtwide/GC) identified to be budgeted in an operating category, should be programmed with an applicable phase (12, 22, 32, 4B, 42, 62, 72 or 82) using program number IS. Districtwide/GC projects identified as work program, should be programmed as phase 12, 22, 32, 4B, 42, 62, or 72 and program number 00. Use phase 82, program number 08 for traffic operations/engineering consultants. Operating budget and work program budget amounts should be programmed on different financial project sequences if programmed on the same item segment.

Example: consultant (districtwide/GC) project funded with operating budget

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>
32	01	IS	DS	\$100,000	1

Example: consultant (districtwide/GC) project funded with work program budget

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>
32	01	00	DS	\$100,000	1

## **D. REFERENCES**

Procedure [360-050-005](#), Project Cost Reporting Procedure

FDOT employees can access the program plan crosswalk by using the following link:

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>

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**PART III - CHAPTER 26: REST AREAS**

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**PART III - CHAPTER 26: REST AREAS****A. OVERVIEW**

The Florida Department of Transportation's (department's) rest area program was originated to provide safe rest stops for Florida's motoring public. As originally planned, the rest areas were located a maximum of 45 minutes traveling time apart. This has generally been realized with few exceptions. Many of the rest areas are 25 - 30 years old and in need of improvement to sustain the required level of service. Others may be in good repair, but are of an inadequate capacity to handle the current traffic. As a result, we are in the process of reassessing the overall goals and priorities of the rest area program. A consultant research project to develop a long range plan was completed in spring 2009 to update the original study and to provide guidance for future rest area planning and administration of the department's rest area program. The department is considering revisions to rest area program priorities and schedules based on the findings of this long range plan.

Beginning in 2015, \$20 million has been reserved annually to address rest area replacement and rehabilitation needs. The department has established standardized guidelines for rest area development in Chapter 4-10 of the Facilities Design Manual (625-020-016). These guidelines include architectural programming information that will aid in the planning and design of future rest area facilities. Each district has been provided these guidelines as well as the Rest Area Facilities Computation Form ([625-020-10](#)), which is used to calculate the volume of traffic expected at new/redeveloped rest areas.

The rest area program has two components: central office program management, and district project management. The central office component is located in the Roadway Design Office of the Office of Design. The rest area program manager (RPM) in the Roadway Design Office develops and coordinates the programming of the rest area work program with district assistance. The rest area program manager provides architectural/engineering support for individual projects upon request of the districts. The RPM may also provide, from time to time, updated information relating to rest area programming, design, construction, etc. The program manager provides guidance to the districts concerning compliance with building codes, accessibility and other regulations, departmental rest area policies, and inter-agency coordination with other agencies using facilities at rest area sites.

To assure an orderly flow of funds/budget for rest area projects, it is necessary for the districts to include the rest area program manager in all communications for requests for funds/budget on these ongoing projects.

The Department of Education, Division of Blind Services (DBS) provides vending facilities and services at the rest areas. DBS has certain minimum requirements that must be addressed for each rest area project. The department has agreed to provide the vending facilities in rest area designs; DBS has agreed to provide the design and construction funding, and operation and management of the vending services.

DBS's contact information is:

Division of Blind Services  
William Findley, Bureau Chief  
Business Enterprise  
325 West Gaines Street  
Turlington Building, Suite 1114  
Tallahassee, Florida 32399-0400  
Tel: (850) 245-0300  
Fax (850) 245-0364

VISIT FLORIDA administers the operation of the tourism side of the 3 interstate welcome centers (Escambia I-10, Hamilton I-75, and Yulee I-95) and 1 welcome center in Jackson County US 231/SR-75. The department provides the welcome center facilities. The department is responsible for the operation and management of the rest area portion of the welcome centers and the fiscal accountability of the welcome center offices.



Visit Florida’s mailing address is:

P.O. Box 1100  
Tallahassee, Florida 32302-1100  
(850) 488-5607

Visit Florida’s offices are located at:

David Dodd  
Vice President of Visitor Services  
2540 W. Executive Center Circle, Ste. 200  
Tallahassee, Florida 32301  
Telephone: (850) 488-5607  
Toll-free: (866) 972-5280  
Fax: (850) 224-2938

## **B. PROGRAMMING GUIDELINES**

The districts are responsible for management and production of rest area projects once project funding is approved. The rest area program includes work at all interstate rest areas and welcome centers. The types of projects included in the program are: new construction, rehabilitation, major and minor renovations, additions of family-style restrooms, security offices, site improvements and environmental permit renewals.

- Fund Code: Use statewide managed fund DRA.
- Transportation System: Use Appendix D of these instructions for the appropriate transportation system.
- Phase and program number: Use the program plan crosswalk link in the references section of this chapter for the appropriate phase and program number combinations.
- Work mix: Use 0109 (rest area), 0122 (welcome center) or 0110 (rest area and welcome center) as applicable.

Example: To program the I-10 Madison County rest area, use applicable transportation system, with a 0109 work mix, applicable phase and program number, DRA fund code and allocation type of 1.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	02	DRA	\$4,500,000	1	20XX

## **C. REFERENCES**

Department employees can access the program plan crosswalk by using the following link:

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>

Effective April 2016 the Facilities Design Manual was moved to an internal FDOT SharePoint site which is only accessible by FDOT employees at the following location:

<http://fdotsp.dot.state.fl.us/sites/TransportationSupport/SupportServices/FCO/Design%20%20Construction/FDOTFacilitiesDesignManual2010.pdf>



**PART III - CHAPTER 27: RESURFACING**

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## **PART III - CHAPTER 27: RESURFACING**

### **A. OVERVIEW**

The resurfacing program deals with improvements to the structural condition of existing pavements on the State Highway System (SHS), including the interstate and turnpike enterprise. This program provides for pavement resurfacing, rehabilitation, minor reconstruction, and pavement milling and recycling. Such projects are intended to preserve the structural integrity of highway pavements. Exceptions and variances to roadway design standards should be made where appropriate for the facility and when in the best interest of the public.

Major construction or reconstruction projects, such as adding lanes and bridge replacements, are not included in the resurfacing program. Resurfacing work incidental to these jobs, such as when adding lanes to a roadway, is to be programmed as part of the intrastate or other arterial construction programs.

The objective for this program is to ensure that 80% of the pavement on the SHS meets Florida Department of Transportation (department) standards, which is required by Section [334.046](#), Florida Statutes. Lane mile allocations are developed for this program to ensure this statute is met.

#### **1. RESPONSIBILITIES FOR THE RESURFACING PROGRAM**

- The chief engineer will have specific authority for the identification and prioritization of projects for the interstate resurfacing program. The interstate resurfacing program shall be coordinated with the 10-year Strategic Intermodal System (SIS) Plan.
- The statewide programs manager will be responsible for the coordination of funding for construction and support phases for the interstate program. Projects will be developed, and once approved, programmed by the districts.
- The district secretaries and the executive director of the turnpike enterprise will have specific authority for the project development, prioritization and programming for the non-interstate highways under their jurisdiction. Resurfacing projects need to be coordinated with the 10-year SIS plan and other capacity improvement projects on the SHS to ensure new pavement is not destroyed by construction of future capacity improvements in the near term. Access management improvements (turn lane modifications, closure of median openings and driveway consolidations) should be included in the resurfacing project if funding is available. Each district/turnpike enterprise maintenance engineer should be involved in establishing priorities of resurfacing projects.
- The district/turnpike enterprise directors of transportation operations will ensure that preliminary pavement condition survey results are reviewed by appropriate personnel and that any disagreements with the results are properly directed to the Materials Office in a timely manner and prior to the final report being issued.
- The district/turnpike enterprise directors of transportation development will be responsible for achieving annual district and turnpike enterprise pavement condition allocations.

#### **2. PAVEMENT CONDITION ALLOCATIONS**

Each district will typically meet its pavement condition target by programming resurfacing projects. Projects are established in accordance with the criteria of safety (friction, rutting, and/or raveling), preservation of the system (cracking or structural deficiency), ride (roughness, measured by the laser profiler), or other, as needed to maintain the integrity of the system. Lane mile allocations are developed annually as a tool to assist districts in meeting their pavement condition allocations. Lane mile allocations were developed for fiscal year 2019 through fiscal year 2024 as follows:

- Statewide arterial lane mile allocations are based on a series of factors:

- FY 2019 3.00% of the estimated system size
- FY 2020 3.00% of the estimated system size
- FY 2021 3.50% of the estimated system size
- FY 2022 4.00% of the estimated system size
- FY 2023 4.00% of the estimated system size
- FY 2024 4.00% of the estimated system size
- District arterial lane mile allocations are based on:
  - Fiscal year 2022 - fiscal year 2024 ratio of lane miles in each district predicted to be deficient by Florida Analysis System for Targets (FAST) to total lane miles statewide predicted to be deficient.
- District pavement condition allocations shall be met annually for all years of the work program. For pavements that are in good structural condition but deficient due to ride only, caused by things like manhole and utility valves in the wheel path and utility tie-in patches, the district design engineer may decide to only fix the ride deficiency, meet all American with Disabilities Act (ADA) requirements for curb ramps and not resurface the entire roadway segment. In this situation, the project should include the beginning and ending mile posts that were determined deficient on the pavement condition survey (PCS) and should use work mix 0015 (resurfacing – ride only).
  - The high priority placed on preservation of existing assets prior to expansion of the system is an important foundation expressed in Florida's transportation plan and in Florida Statutes. Preservation of this investment requires periodic resurfacing. Each year the department evaluates the condition of pavements on the State Highway System and projects future conditions. During this process the department requires each district to resurface a certain number of lane miles and sets aside funds for this purpose.
  - Four fund codes (DS, DDR, SA, NHRE) have been set aside in Schedule A, however any eligible fund code can be used to meet the lane mile requirements. The department retains the primary role in the use of DS, DDR and SA. Fund code NHRE can only be used in the resurfacing program.
- Only projects programmed on the SHS and using phase 52, 54 or 58 will count against a district's lane mile allocation. Urban and rural allocations are rolled together when determining if a district has fully programmed its allotted lane miles. Local funds, except LFR & LFRF, are not counted against a district's lane mile allocations. Districts will need to contact central office for LFR & LFRF funds used towards the lane mile allocations.
- If a district desires to add ancillary items to project scopes, the district is to notify the Central Office Resurfacing Monitor contact and it must supplement its resurfacing allocation with other district dedicated funds.
- Through FY 2020 Schedule A has four funds (DS, DDR, SA and NHRE) allocated to resurfacing. Recommended method is to use NHRE first since NHRE is only used for resurfacing. Beginning in FY 2021 Schedule A will have three funds (DS, DDR and SA) allocated to resurfacing.
- Fiscal year 2019 - After meeting lane mile allocations, remaining funds can be used for contingency or outside the resurfacing program.
- Fiscal year 2020 - After meeting lane mile allocations, program no less than 8% contingency (Total Programmed on Projects less LF fund) and any additional fund allocation in a reserve box in the resurfacing program using fund code DS (up to resurfacing DS allocation) then SA. Programming should be complete by September 30, 2018. If additional funds were used to meet

lane mile allocations and 8% contingency, DS or SA resurfacing allocation will be increased to cover the overage. If allocated funds were not used to meet lane mile allocations and 8% contingency, DS (up to resurfacing DS allocation) then SA will be re-distributed by statutory formula.

- Fiscal year 2021 - After meeting lane mile allocations, program no less than 8% contingency (Total Programmed on Projects less LF fund) and any additional fund allocation in a reserve box in the resurfacing program using fund code DS (up to resurfacing DS allocation) then SA. Programming should be complete by September 30, 2018. If additional funds were used to meet lane mile allocations and 8% contingency, DS or SA resurfacing allocation will be increased to cover the overage. If allocated funds were not used to meet lane mile allocations and 8% contingency, DS (up to resurfacing DS allocation) then SA will be re-distributed by statutory formula.
- Fiscal year 2022- After meeting lane mile allocations (projects and/or target boxes), program no less than 7% contingency (Total Programmed on Projects less LF fund) and any remaining funds should be programmed in a reserve box in the resurfacing program.
- Fiscal year 2023 and fiscal year 2024 - After meeting lane mile allocations (target boxes recommended but projects accepted), program no less than 7% contingency (Total Programmed on Projects less LF fund) and any remaining funds should be programmed in a reserve box in the resurfacing program.

Districts and statewide program managers should use the resurfacing monitor to manage their resurfacing program and compare the tentative work program to approved lane mile and funding allocations. Instructions for running the resurfacing monitor are in the Work Program Administration Screens and Reports chapter of these instructions. Districts and statewide program managers can monitor their pavement condition targets by using the FAST Performance Measure Review on the Pavement Management Section Infonet site:

<http://infonet.dot.state.fl.us/PavementManagement/FAST/fastPerformanceHome.htm>.

Resurfacing Monitor:

<https://owpb.fdot.gov/fmreports/ResurfacingMonitor.aspx>

### **3. PROJECT ELIGIBILITY CRITERIA**

The PCS rates pavement segments on a scale of zero (worst) to 10 (best). Flexible pavements are rated for rutting, cracking, and ride. Rigid pavements are rated on defect and ride. The PCS criteria are as follows:

- Pavement segments having any rating of 6.4 or below are classified as deficient. An exception to this is a segment with a posted speed limit of less than 50 mph and whose ride rating is between 5.5 and 6.4 while its other ratings are greater than 6.4. In this instance, the pavement would not be considered deficient. Projects shall be programmed to correct deficient segments.
- Construction phases for pavement segments rated 7.0 or lower and projected to be deficient by the year of construction may be added to the tentative for adoption in the third year of the new five year work program for the arterial system, and in years one to three for the interstate and turnpike systems. However, due to the variability in pavement deterioration rates, it is not recommended that construction phases be added to the tentative for non-deficient sections in the last two years of the work program.
- Written justification for any new resurfacing project that does not meet the above eligibility criteria will be required to be submitted to the Pavement Management Section.

### **4. CONCRETE PAVEMENT PROJECT ALLOCATIONS**

Resurfacing projects which convert asphalt to concrete or reconstruct concrete will be funded off the top. As we begin the Tentative Work Program, each district is requested to send a list of rigid

pavement Resurfacing candidate projects to the Pavement Management Section of the Roadway Design Office for review. The Program and Resource Allocation Section of the Office of Work Program & Budget will review and confirm funding for these projects. The Pavement Management Office will send a compiled recommended projects list to the Concrete Review Executive Team (The Secretary, Chief Engineer, Assistant Secretary of Engineering & Operations, Assistant Secretary of Finance & Administration) for consideration. The recommended list will be presented for approval at the May & June Program Planning Workshops each year. A higher fund allocation is necessary in order to project the higher concrete resurfacing dollar amount needed in the future to cover the anticipated work. Projects with work program work mix 0227(Rigid Pavement Rehabilitation) will continue to be funded with the same cost per lane mile allocation as asphalt resurfacing.

Each year the districts will submit candidate projects for the new 5th year to the Pavement Management Office, by the deadline of March 1<sup>st</sup>, as requested by the Assistant Secretary of Engineering & Operations.

## **5. PAVEMENT ONLY PROJECT (POP) MAINTENANCE RESURFACING GUIDELINES**

Resurfacing projects that are not on the high crash list and that have been determined not to need an increase in structural capacity to achieve the required minimum pavement design life, may be designated as “maintenance resurfacing” projects and shall be 100% state funded. No federal funds are allowed; FHWA will not participate at this time.

These projects will be exempt from the resurfacing, restoration and rehabilitation (3R) requirements of the FDOT Design Manual, Chapter 114 to reduce lane mile costs. The funding freed up from these projects will be available for other 3R projects in a district, allowing them to fully program their allotted lane miles without sacrificing pavement life. These projects shall be limited in scope to the items needed to address the functional rehabilitation of the pavement and installation/rehabilitation of ADA curb ramps, if applicable. Signing and pavement marking shall also be included. The number of projects designated as maintenance resurfacing is flexible.

Note that this does not change the pavement design process. To qualify for this category, pavement designs will still need to meet a minimum design life of 14 years, but the existing pavement structural number must be greater than, or equal to, the required structural number for the design period. Although the structural number of the pavement will increase with new pavement replacing distressed pavement, the primary purpose of the design must be to restore the functional condition of the pavement and not for adding structural capacity.

For example, a pavement may have an existing structural number of 4.4, but the top two inches are badly cracked. A traffic analysis may show that a structural number of only 4.2 is required to carry the next 14 years of truck loadings. Therefore a design of milling and resurfacing the top two inches can be classified as a maintenance activity to maintain the functional condition and to preserve the underlying pavement and not for increasing the structural capacity of the pavement.

The pavement design package shall document that additional structural capacity is not needed to achieve the design life. The structural number required for the design period shall not exceed the structural number of the existing pavement. Upon approval by the district design engineer, the district will change the work program work mix to 0226 (Pavement Only Resurfacing (Flex)), and then may proceed with the design.

## **B. PROGRAMMING GUIDELINES**

In programming a resurfacing project at a single location, input the applicable roadway identification, beginning and ending mile points, roadway side and lane information on the Item Segment Location-Road (WP07) screen. See the Location Information chapter of these instructions.

- Urban area resurfacing - A portion of arterial highway system resurfacing needs within each of the transportation management areas (TMA) should be funded with district dedicated revenues (DDR) or urban attributable funds. Schedule A has been developed consistent with the department's revised

policy that one half of resurfacing needs in the large urban areas will be funded with DDR funds. Schedule A provides the amount of DDR funds estimated to be used for this purpose. With approval from the TMAs, urban attributable funds may be substituted for DDR funds.

- Railroad crossings - Districts may use a portion of their resurfacing allocation for the repair/replacement of rough railroad crossings and for the payment of the department's portion of the railroads' periodic and routine maintenance as required by the various crossing agreements with the railroad companies. The intent is that the railroad crossing surface is improved within the limits of the resurfacing project. Resurfacing funds shall not be used where the primary purpose is to improve a rail/highway crossing. Railroad crossings being resurfaced by the railroad may be funded with state or federal aid funds. Force account work for resurfacing rail/highway crossings is to be programmed as phase 57.
- The following work mixes are valid for use in the resurfacing program:

Work Mix Number	Usage/Definition
0005 Flexible Pavement Reconstruction	Flexible pavement projects where the base layers of pavement are being reworked or replaced and no new through lanes are being added.
0012 Resurfacing	Use where the existing layers of pavement are being structurally improved without affecting the existing base, such as milling & resurfacing. Does not include skid hazard overlays (0216).
0015 Resurfacing - Ride Only	Use where the existing pavement is in good structural condition, but is deficient in ride caused by things like manholes and utility valves in the wheelpath and utility tie in patches. The scope of the work can be limited to meeting ADA requirements for curb ramps and doing what is necessary and practical to improve the smoothness of the pavement to meet standards. Refer to FDOT Design Manual, Chapter 114.
0217 Rigid Pavement Reconstruction	Use where an entire rigid pavement section is being replaced, not just distressed slabs.
0221 Widen & Resurface	Use where the existing roadway is also being brought up to standards by adding less than a lane of pavement to widen it. No new lanes are being added. Includes widening and paving of shoulders.
0226 Pavement Only Resurfacing (Flex)	May be used where the pavement does not need additional structural capacity. The project must also be 100% state funded and not on the high crash list. Will be exempt from the 3R requirements of <a href="#">FDOT Design Manual, Chapter 114</a> , except for ADA requirements for curb ramps. Use of this work mix requires approval from the Central Pavement Management section of the Roadway Design Office, and Pavement Only Projects must be programmed with this work mix.
0227 Rigid Pavement Rehabilitation	Use where existing rigid pavement slabs are being rehabilitated through slab replacements, spall repairs and grinding to prevent an entire section of pavement from deteriorating further.

- Districts are to fully program eligible projects (and contingency boxes) for the current year plus first two years of the tentative as a minimum. Two target boxes (TG box code only, rural and urban), if used, may be programmed only for the last three years of the tentative. An item group identifier



should be attached to the boxes. For rural box use item group identifier RURL and for urban box use item group identifier URBN. The system automatically determines rural or urban for projects by the functional class characteristic from the roadway characteristics inventory and/or the item group from the Work Program Administration system.

- Transportation system: Use Appendix D of these instructions for the appropriate transportation system.
- When programming resurfacing projects on interstate facilities that are also toll roads, use transportation system 01.
- Use the program plan/work program/budget crosswalk link in the References section of this chapter for the appropriate program number, phase and fund combinations. Construction phases use program number 05.
- When the resurfacing program number is used on a project that also utilizes another program number, assign a separate financial project sequence for each program number.
- Resurfacing performed on a toll roadway is to be accomplished using funds normally distributed by need. These funds (DSBx) will come from offsets to district allocated funds (usually DS). See the Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more information about programming DSBx funds.
- No landscaping can be programmed on the same item segment as a resurfacing project. This is pursuant to Section [334.044\(26\)](#), F.S., which was modified in 2012. See the Work Program Instructions chapter titled: Landscape Installation.

Example: To program resurfacing on SR 136 from Suwannee County line to Hamilton County line, use transportation system 03 –intrastate state highway with a 0012 work mix, phase 52, program number 05, the fund code DDR and allocation type of 1.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	05	DDR	\$1,500,000	1	20XX

### **C. REFERENCES**

FDOT employees can access the program plan crosswalk by using the following link:  
<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>



**PART III - CHAPTER 28: RIGHT OF WAY**

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## **PART III - CHAPTER 28: RIGHT OF WAY**

### **A. RIGHT OF WAY PROGRAM**

#### **1. OVERVIEW**

The right of way (R/W) program consists of land acquired to support the highway and bridge construction programs and land acquired in advance of construction to avoid escalating land costs and prepare for long-range development. The R/W program includes product and product support. Products include land, relocation and utility costs (replacement easements). Product support includes title searches, appraisal cost estimates, appraisals, appraisal reviews, negotiation, condemnation, relocation, eminent domain, administration of outdoor advertising, property inventory, property disposal and motorist information services. (For further information, see Part IV, Federal Aid Programs, of these instructions.)

#### **2. DEFINITIONS**

- Multi-year funded projects: Projects with R/W phases programmed over multiple years. Example: The R/W cost estimate for phase 43, R/W land, is \$200,000. Phase 43 is programmed in fiscal year 19/20 with \$150,000 in DS funds, and is also programmed in fiscal year 20/21 with \$50,000 in DS funds.
- Split-funded projects: Projects with an individual R/W phase programmed with multiple funds. Example: The R/W cost estimate for phase 43, R/W land, is \$200,000. Phase 43 is programmed in fiscal year 19/20 with \$100,000 in DS funds, \$50,000 in DDR funds, and \$50,000 in SU funds.
- Proactive acquisition: A term used by the Florida Department of Transportation (department) to describe R/W acquisition occurring after a record of decision is approved by the Federal Highway Administration (FHWA) but prior to the year in which R/W acquisition would normally be scheduled to support the construction letting. Proactive acquisition is a type (subset) of advance acquisition.

#### **3. PROGRAMMING GUIDELINES**

##### **a. General Guidelines**

- R/W land inflation factors must be based on local conditions.
- If there is any R/W on a project, even those projects where R/W land dollars (phase 43) are not needed, a 4X phase **must** be programmed in order to enter R/W information in the Right of Way Management System (RWMS).
- Multi-year funding is the required standard programming practice. Exceptions must be approved in writing by the Work Program Development and Operations Office and central Office of Right of Way on a case-by-case basis unless the total present day cost (PDC) of project phases 4B, 41, 42, 43 and 45 is less than or equal to \$10 million.
- Prior to the authorization of federal funds for R/W 4X phases, compliance with FHWA approval of environmental (NEPA) documents must be met.
- Districts must ensure their district Work Program Office is notified in advance of federal funds to be expended each fiscal year. Federal funds cannot be expended nor can a notice to proceed be issued until the authorization request submitted to FHWA has been approved and received by the district Work Program Office.

- With the exceptions of advance acquisition/proactive acquisition, phase 43 and 45 funds must not be programmed earlier than the scheduled activity event (A/E) 121 (negotiation) and A/E 129 (relocation) dates respectively.
- To obtain FHWA authorization for only R/W appraisal work, the Federal Aid Management Office must be notified in advance and furnished with all the required environmental documents, and R/W cost estimates.
- See the program plan crosswalk link in the References section of this chapter for appropriate system, program number, phase and fund combinations. Other specific programs and program numbers are noted below.
- Use program number 37 with phase 42 for R/W consultants in support of fixed capital outlay (FCO) projects.
- Use program number 00 with phase 42 for R/W consultants other than in support of FCO projects.

## **b. Fund Sources**

The R/W program may be funded with state funds, federal funds, bond, or local funds. Although R/W acquisition is an allowable use of federal aid funds, the best use of federal funds is in construction phases. If State Infrastructure Bank (SIB) funds are used for R/W phases, any excess funds programmed above the estimate will be adjusted down to the estimate at the R/W certification stage of the project. (See the State Infrastructure Bank chapter of these instructions.) Also, the department encourages the use of local funds to acquire R/W for bridge projects off the State Highway System (SHS). Funding from Amendment IV bonds is available for acquisition using BNDS (non-Strategic Intermodal System (SIS)) and BNIR (SIS) funds. Funding from Amendment IV bonds is also available for BNBR funds if associated with bridge construction.

When programming projects for acquisition, using BNIR funds, priority should be given to corridors that are contained in the SIS. This should be consistent with the SIS Cost Feasible Plan. Exceptions must be requested in writing to the Work Program Development and Operations Office for review and consultation with the Systems Planning Office. A written response to the request will be provided.

Any R/W phase may be used for programming against BNDS (non-SIS) or BNIR (SIS) funds except phase 41.

Use the following funds for in-house phases on the SHS:

- State-funded: In-house phases for state-funded projects on the SHS must be programmed with DIH, DSBX, PKXX funds, as appropriate. See Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more detail about programming DSBx funds.
- Federal-funded: In-house phases for projects on the SHS using federal funds may be programmed using DIH, DSBX or PKXX funds, but may also be programmed with any eligible federal funds. See Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more detail about programming DSBx funds.

All projects including multi-year R/W projects with R/W phases programmed in the first three years of the tentative work program must have a R/W schedule in the Project Scheduling and Management (PSM) System, with the exception of design build contracts. On design build contracts, the districts are responsible for ensuring that R/W activities are complete and a R/W certification for construction is issued prior to the start of construction.

**c. R/W Cost Estimates**

R/W phase estimates programmed in the Work Program Administration system must be supported by the current and most recent cost estimate (dated within one year or less) in the RWMS. Cost estimates must be updated by certain dates each year. These dates are set forth in the calendar (schedule) for work program development. The central Office of Right of Way must be notified of project estimates entered after published deadlines. Actual programming of any one phase may vary by no more than 10% from the current cost estimate (as adjusted by inflation factors). R/W projects that have phase 41, but no other 4X phases, do not require a cost estimate. If an estimate is provided by a local entity, it may be used as the estimate for the Department.

**d. Establishing and Applying Inflation Factors**

RWMS default inflation factors are updated annually by the central Office of Right of Way Cost Estimating Section. Provided a R/W schedule exists in PSM, the inflation, applied to present day costs and compounded annually, can be calculated using the R/W programming calculator. The district Offices of Right of Way and the district Work Program Offices collaborate during the tentative work program development cycle to establish acceptable scheduling/programming of projects in the work program. Many different programming scenarios will be considered in the course of the tentative work program development cycle. However, when an inflated estimate is used to program, the R/W programming calculation must be saved electronically (as an HTML web page). Additionally, the user may wish to print the document and maintain it in the official record.

**e. Contingency Levels**

In year one, contingency levels for R/W land and support should not exceed 15% of the total amount programmed for R/W land and support on projects. Exception requests shall be made in writing to the Work Program Development and Operations Office and the central Office of Right of Way. In years two through five, contingency levels may exceed 15% to accommodate unforeseen needs.

**f. Turnpike Enterprise Projects**

District allocated funds may be programmed on turnpike enterprise projects that do not currently meet economic feasibility. According to Section 337.276, Florida Statutes, the Division of Bond Finance of the State Board of Administration is authorized, in accordance with Section 215.605, F.S., to issue state bonds on behalf of the department to finance R/W land acquisition.

If BNDS funds are used to acquire R/W for a revenue-producing facility, the owner of that facility may be required to reimburse the Right of Way Acquisition and Bridge Construction Trust Fund in an amount equal to the cost of acquiring that R/W.

**g. Intrastate Highway Corridor Acquisition**

- Advance acquisition projects shall be consistent with the SIS Cost Feasible Plan and coordinated with the Florida Transportation Plan. Projects should be high priority projects as determined by the Decision Support System (DSS). (See the district SIS coordinator on how to access and use the DSS). Projects should generally also be in areas of high R/W land cost inflation or current or pending vigorous development activity. The Land Use Mapping System is available in each district for the preliminary determination of land inflation rates based upon county tax appraisal data. Contact the Office of Policy Planning for instruction on the use of this system. The strategic aspects of SIS R/W acquisition should also be considered within the context of the SIS Cost Feasible Plan.
- In-house phases will use DIH funds.

**h. Advance Acquisition of R/W**

- Section [337.273\(3\)](#), F.S., provides that it is the intent of the Legislature that property acquisitions by donation, purchase or eminent domain occur as far in advance of construction need as possible, and that property, needed to manage transportation corridors, be acquired and retained for future use.
- Use program number 01 for all advance acquisition projects, including protective buying of individual parcels and proactive acquisition.
- Before programming projects with program number 01, districts shall analyze their priorities for advance acquisition, in accordance with established procedures. Advance acquisition of R/W on the SIS shall be given priority and conform to the SIS Cost Feasible Plan.
- The district should consider setting aside funds in a districtwide box to acquire individual parcels of property where the department has determined that R/W is necessary for future transportation corridors and individual parcel acquisition is appropriate for corridor protection.
- Use contract class 6 when dollars are programmed for advance acquisition of R/W on the corridor specific projects where no phase 52 has been identified. Projects with contract class 6 do not require R/W phase cost amounts to be supported by a current cost estimate in RWMS. When the project is fully funded and construction is identified, even if the construction is identified under a different item or segment number, the contract class must be changed to contract class 1 (contracts let in Tallahassee) or 7 (contracts let in district), whichever is appropriate.
- Use contract class 4 (miscellaneous - projects that will not have a letting) for districtwide R/W support contracts. The labeling of districtwide projects in the work program must contain enough descriptive information to disclose their purpose. Merely labeling a project as “districtwide” is not adequate. See the Project Costing chapter of these instructions for details.
- If a district wishes to program funds for the purpose of proactive acquisition, funds may be programmed in the fiscal year prior to A/E 268. The district R/W manager must approve all programming for all phases on an advanced/proactive acquisition plan.

**i. Local Government Match R/W Contributions for Growth Management Projects**

Section [339.2819](#), F.S., provides for state funding of growth management Transportation Regional Incentive Program (TRIP) projects with up to a 50% match with local funds. It is anticipated that local governments will want to contribute R/W for the project as all or part of their matching share. This document provides the guidance to be applied to such contributions.

**1) R/W Eligible for Contribution**

R/W eligible for local government matching contribution credit are only those properties necessary for the qualified project itself. R/W for prior projects are not eligible.

Example: An existing two-lane facility is to be expanded to four lanes by the qualified project. The R/W for the existing two-lane facility is not eligible for contribution credit. However, R/W needed for the additional two lanes or R/W held by the local government, which are in excess of that necessary for the existing two-lane facility but legitimately needed for the new four-lane facility, are eligible for credit.

Local governments may desire developers or other private parties acquiring or contributing R/W on their behalf transfer title directly to the department. If the appropriate acquisition

procedures have been followed, such transfers can be accepted by the department and credit allowed against the local government share of project costs.

## **2) Acquisition Procedures**

Projects on the SHS or which use federal funding on any phase of the project or state funding in R/W must comply with either federal law or procedure or state law or rule relating to R/W acquisition. These laws are intended to protect or provide benefits to property owners and relocatees on federal or state funded projects on the National and State Highway Systems. The laws and rules are intended to ensure consistency of fair treatment under the law to these citizens on these projects. The department must ensure that local governments or private parties involved in acquisition processes, acting on the department's or local government's behalf, comply with these requirements.

## **3) Projects Off the SHS**

These are projects which are not now on the SHS and have no reasonable expectation of being added to the system in the future.

### **(a) Projects with No Federal Funding in Any Phase**

R/W acquired by the local government may be accepted for contribution credit regardless of the acquisition method or procedures used. Acquisition methods, which do not conform to the requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policy Act (Uniform Act), will preclude the use of federal funding in any phase of the project.

### **(b) Projects with Federal Funding in Any Phase**

R/W must have been acquired in accordance with the Uniform Act. This also applies to developer donations where the developer specifically acquires property for his benefit on the project through a formal or tacit agreement with the local government. Any R/W purchased for the project through acquisition methods, which do not conform to the Uniform Act, may be able to be brought into compliance through remediation actions with approval of the FHWA. The type and extent of the remediation actions are at the discretion of FHWA.

## **4) Projects On the SHS**

These include projects currently on the SHS and projects where there is a reasonable expectation they may become part of the SHS in the future.

For projects with no federal funding in any phase, R/W acquired by the local government, or private sector persons or groups acting as their agents or on their behalf, may be accepted if the acquisition methods were in compliance with laws and rules applicable to the department. This includes providing relocation assistance to displaced persons in accordance with [Rule 14-66, Florida Administrative Code \(F.A.C.\)](#). Acquisition, which does not conform to the Uniform Act, will preclude the later use of federal funding in any phase. See the Projects Off the SHS section above.

## **5) Donations**

It is recognized that developers may wish to donate R/W in order to expedite the completion of a project. Acceptance of these donations is acceptable under certain conditions. If the property being donated was acquired by the donor for his/her own purposes and at his/her own risk, and is now being made available for the project, the donation may be accepted with no necessity to inquire into the acquisition methods used. If, however, the property was acquired specifically for the project under an agreement with the local government, whether



written or not, the acquisition methods must comply with laws and rules applicable to the department. In that event the developer is acting as an agent for or on behalf of the local government, and the law and rules apply in the acquisition.

## **6) Exactions**

In some instances, local governments may require the donation of R/W as a condition of the development approval process. This is often referred to as an exaction. R/W acquired through a lawfully adopted exaction ordinance or process can be accepted, unless the process results in the developer acquiring the R/W as an agent of, or on behalf of, the local government.

For projects with federal funding in any phase, the R/W must have been acquired in conformance to the Uniform Act. Lands donated by developers may be accepted, provided that the donor has been fully advised of the right to compensation and has specifically waived that right. Exactions obtained through a lawful ordinance or process may also be accepted. R/W purchased for the project through acquisition methods which do not conform to the Uniform Act may be able to be brought into compliance through remediation actions with approval of FHWA. The type and extent of the remediation actions are at the discretion of FHWA.

## **7) Valuation of Contributed R/W**

Once it is determined that R/W proposed for local matching contribution are eligible for all or part of the local government share of the project costs, the issue becomes the amount to be credited, i.e., the value of the property or property rights, to the eligible project. Following are methods to be used in determining the value of the contributed property. Regardless of the valuation technique used, the maximum credit allowed will be the amount of the local government share of the project costs.

- R/W acquisition as a phase of the project: Where R/W are acquired as a phase of the project, the value of the contribution for purchased parcels is the actual acquisition cost of the property including land, improvements, severance damages and business damages. Documentation of the acquisition costs may be through closing statements, final judgments or similar documents.
- Previously purchased, donated or exacted properties: Where properties previously purchased donated or exacted are to be contributed to the project, the contribution value may be either current market value or actual acquisition costs for land, improvements, severance damages and business damages at the time the property was acquired. The method selected is at the district R/W manager's discretion. The method selected must be used on a consistent basis according to the type of acquisition. Current fair market value may be used in those instances where there has been a significant change in market conditions (not caused by the project) since the property was acquired. The current market value may be established by new appraisal reports, updated appraisal reports, or other data provided by the local government that is confirmed by the district Appraisal Office as reflecting a reasonably accurate estimate of current fair market value. If there are federal funds in the project, the market value must be established by an appraisal report prepared by an appraiser acceptable to the district Appraisal Office. Documentation of actual acquisition costs at the time the property was acquired may be through closing statements, final judgments or similar documents.

## **j. Outdoor Advertising (ODA)**

Projects will be programmed and managed by central office staff in the Office of Right of Way with assistance from the Office of Work Program and Budget.

**k. R/W Land for Environmental Mitigation**

A statewide program using DEM funds (state) has been established for purchasing land to bank for future environmental mitigation opportunities. Please refer to the Environmental chapter of these instructions for further DEM funding guidance.

Purchases for mitigation credits should be programmed in accordance with the Environmental chapter of these instructions. Do not program with 4X phases.

**l. Sale or Lease of Surplus Property/Court Registry Refunds**

Generally, revenues generated by a district from the sale or lease of surplus property will be returned to that district. Refunds of monies deposited into a court registry in a prior fiscal year may be returned to the district that made the deposit if approved by the executive team in accordance with Procedure 575-000-000, Section 11.1.4, Right of Way Manual, and [Procedure 375-020-010, Errors, Omissions, and Contractual Breaches by PE's on Department Contracts](#).

At the end of each fiscal year, a report shall be prepared by the Office of the Comptroller identifying the revenues received for the lease/sale of surplus properties and from court registry refunds of monies deposited in a prior fiscal year. This report will be forwarded to the Office of Work Program and Budget. These funds will be incorporated into the financial calculations for allowable commitments and forwarded to the Office of Work Program and Budget. The respective district state fund allocations will be increased during the annual Schedule A development process.

Refunds of monies deposited into a court registry in the same fiscal year are immediately credited back to the district that made the deposit.

**m. Multi-Year Programming of R/W Phases**

R/W phases (state and federal) may be programmed over multiple years. At the option of the district office, funding must be fully programmed no earlier than the fiscal year in which R/W certification is scheduled and no later than the second fiscal year after the R/W certification is scheduled. Such programming is necessary to ensure that funds are available for final judgments.

The method for applying inflation on R/W projects is to inflate the total R/W phase estimate to the rate applicable in the first year of programming for the phase. If the phase is multi-year programmed, the first year inflated amount is then split among the subsequent years in accordance with the allowed percentages.

For all projects to be programmed over multiple years there must be close coordination between the district offices responsible for work program, R/W, and scheduling to ensure projects are adequately funded in the proper fiscal years. Expenditures may not exceed the current amount programmed for any phase on the project.

On federally funded projects, FHWA will require the following for authorization purposes:

- Necessary environmental documents are approved.
- Cost estimate exists for projects with federal funds.
- The request for authorization must indicate in the comments section the years and amounts in which the funds for the entire R/W project are programmed.
- Project must be in STIP/TIP, as required.

FHWA will continue to authorize proactive acquisition on a parcel by parcel basis, if a district so requests. The parcels must be specifically identified and funds must be programmed in the same

fiscal year for all costs associated with the identified parcels. Under this scenario, funds may only be spent on the parcels specifically authorized by FHWA. In programming such funds and determining the amount of funds to be programmed, the district needs to consider the probability of proactive acquisition while keeping in mind the effect on roll forward should such acquisitions not actually be made.

## **B. RIGHT OF WAY LAND**

### **1. OVERVIEW**

The R/W land program consists of land which is acquired to support the highway and bridge construction programs and land acquired in advance of construction to avoid escalating land costs and prepare for long-range development. The R/W land program includes land acquisition (phase 43), relocation assistance (phase 45), replacement of utility easements (phase 46), and local agency R/W projects (phase 48).

### **2. PROGRAMMING GUIDELINES**

#### **a. R/W Utility Relocation**

Phase 46 is used to program the reimbursement to a utility owner (company) for costs associated with the purchase of an equivalent replacement easement when an existing utility easement is acquired by the department for a proposed transportation project. Phase 46 should be programmed with the same program numbers as phase 43, R/W land acquisition. Phase 46 should not be used to fund the actual relocation (construction) costs of the utilities, but instead the acquisition of an alternative R/W easement. Preliminary engineering (design) costs should be programmed under construction, phase 56 utility relocation.

Relocation costs (phase 45) are charged to R/W land and should be funded from the same fund structure used for acquisition of R/W land (phase 43).

Use phase 48 (R/W other agency) for programming R/W on projects where the R/W activities are to be performed by another governmental agency (e.g., LAP projects). Phase 48 projects must be supported by a current R/W cost estimate. Exception requests shall be in writing to the Work Program Development and Operations Office and the central Office of Right of Way.

#### **b. Multi-Year Programming for Right of Way**

- If the total of project phases 4B, 41, 42, 43 and 45 PDC is less than or equal to \$10 million, the funds may be single or multi-year programmed in the manner the district determines is most effective.
- Support phases 4B, 41 and 42: On all projects, the scheduled date for A/E 268 (phase 1 Documents to Right of Way) will control the minimum amount which must be programmed in the first fiscal year.
- Land phases 43 and 45: On all projects, the scheduled date for A/E 121 (negotiations) and A/E 129 (relocation), respectively, will control the minimum amount that may be programmed in the first fiscal year.
- Phases 4B, 43, and 45: No minimum programming is required in the first fiscal year; 60% must be requested by the fiscal year of A/E 255 (certification); and 100% must be programmed by the second fiscal year after A/E 255.
- Phases 41 and 42: A minimum of 10% of the total phase cost must be programmed in the first year and 100% by the fiscal year of A/E 255.

- Programming is done in accordance with Section [339.135\(6\)](#), F.S. No offer for a parcel can be made without budget available to fulfill the commitment of a contract.
- R/W must ensure the Office of Work Program and Budget is timely notified of all increases and decreases in a project cost that has received approval from the project manager and district R/W manager, or their designee that will result in a cost estimate change. The desired approval and notification application is available in the Project Suite Enterprise Edition.
- The districts must annually establish the programming of R/W phases at a level consistent with the forecasted expenditure plan. The total cost of the project must be in line with the R/W Cost estimates over the life of the project. Given the nature of the R/W process, it is possible for expenditure plans and cost estimates to change. When a district R/W manager, or designee, identifies new information that could impact the cost estimate on the project, such information must be provided to the cost estimator for inclusion in future updates.

### **c. Central Office Contingency**

The Work Program Development and Operations Office will establish and have oversight of a statewide R/W contingency box to ensure funds are available when needed by the districts to accomplish certification and/or litigation awards.

## **C. RIGHT OF WAY SUPPORT**

### **1. OVERVIEW**

The R/W support program consists of activities that support the R/W land acquisition program, e.g., title searches, appraisals, cost estimates, appraisal review, surplus property inventory and surplus property disposal. The R/W support phases are phase 41 (in-house support), phase 4B (R/W service contracts) and phase 42 (R/W consultant).

See Part V, Production Management, of these instructions for detailed requirements for scheduling R/W phases.

### **2. PROGRAMMING GUIDELINES**

- In-house phases on SHS
- State-funded: In-house phases for state funded projects on the SHS must be programmed with DIH, DSBX, PKXX funds, as appropriate. See Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more detail about programming DSBx funds.
- Federal- funded: In-house phases for projects on the SHS using federal funds may be programmed using DIH, DSBX or PKXX funds, but may also be programmed with any eligible federal fund. See Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more detail about programming DSBx funds.

To the extent possible, R/W support phases should be programmed with state funds, since the preferred use of federal funds is in construction.

- In-house phases off SHS: In-house phases for projects off the SHS must be programmed with any eligible federal fund.
- All R/W operations service contracts, except title searches, are to be programmed as phase 4B. Relevant contract services include:
  - Demolition and Removal

- Court reporting
- Engineering services
- Expert witnesses
- Appraiser fees
- CPA fees
- Outside attorney fees
- Other professional fees
- Other contractual services
- Asbestos survey and removal
- Security guard services
- Rodent control
- Phase 3B may be optionally used for title searches on state-funded projects. If state funds are used for title searches, they should be programmed as phase 3B, program 72.
- Federal participation for title searches on federal aid projects shall be programmed as phase 3B, program 72.
- Use phase 42 for professional R/W consultant services (product support) defined as direct consultant activities for acquisition, relocation assistance and oversight of property management activities necessary to acquire R/W land for transportation projects.
- See the Project Costing Chapter for details on the use of operating budget (versus work program budget) for non-project specific R/W property management sale/leasing activities.

## **D. REFERENCES**

[Right of Way Procedures Manual](#)

[Guidance Document 10 - Guidance for Local Government Match Right of Way Contributions for Growth Management \(TRIP\) Projects](#)

[Federal Uniform Relocation Assistance and Real Property Acquisition Policy \(Uniform Act\)](#)

[Rule 14-66, F.A.C.](#)

Section [215.605](#), F.S.

Section [337.273](#), F.S.

Section [337.276](#), F.S.

Section [339.2819](#), F.S.



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## **PART III - CHAPTER 29: RURAL ECONOMIC DEVELOPMENT INITIATIVE (REDI)**

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**PART III - CHAPTER 29: RURAL ECONOMIC DEVELOPMENT INITIATIVE (REDI)****A. OVERVIEW**

This program provides financial assistance to certain rural counties and communities. Member agencies and organizations of the Rural Economic Development Initiative (REDI) shall review the financial match requirements for projects in rural areas. The Florida Department of Transportation (department) is a member of REDI. Counties and communities that meet certain statutory criteria are eligible for waivers or reductions of the local match requirements for such projects. Refer to Section [288.06561](#), Florida Statutes (F.S.).

This program will be administered through department policy and the work program instructions. There will not be an administrative rule. Overall coordination is provided by the Office of Policy Planning. The districts are responsible for working with local project sponsors to determine project scopes and funding levels.

To be eligible for a waiver or reduction of match requirements, a county or community must meet the statutory definition of rural (Section 288.0656(2)(e), F.S.) and such county or community must have three or more of the economic distress conditions identified in Section 288.0656(2)(c), F.S.

**B. DEFINITIONS**

- Section [288.0656\(2\)\(e\)](#), F.S., defines a rural community as:
  - A county with a population of 75,000 or less
  - A county with a population of 125,000 or fewer which is contiguous to a county with a population of 75,000 or fewer
  - A municipality within a county described in the above two bullets
  - An unincorporated federal enterprise community or an incorporated rural city located in a county not defined as rural with a population of 25,000 or less and an employment base focused on traditional agricultural or resource-based industries, which has at least three or more of the economic distress factors identified in the section below and verified by the Department of Economic Opportunity.
- Section [288.0656\(2\)\(c\)](#), F.S., defines economic distress conditions as:
  - Low per capita income
  - Low per capita taxable values
  - High unemployment
  - High underemployment
  - Low weekly earned wages compared to the state average
  - Low housing values compared to the state average
  - High percentages of the population receiving public assistance
  - High poverty levels compared to the state average
  - A lack of year-round stable employment opportunities



- Section [288.0656\(2\)\(d\)](#), F.S., defines a rural area of opportunity as:

A rural community, or a region composed of rural communities, designated by the Governor, that has been adversely affected by an extraordinary economic event, severe or chronic distress, or a natural disaster or that presents a unique economic development opportunity of regional impact.

## C. ELIGIBILITY

The Governor, by executive order, may designate up to three Rural Areas of Opportunity (RAO), which establishes each region as a priority assignment for REDI agencies and allows the Governor to waive criteria of any economic development incentive, including, but not limited to, the Qualified Target Industry Tax Refund Program under Section [288.106](#), F.S. the Quick Response Training Program and the Quick Response Training Program for participants in the welfare transition program under Section [288.047](#), F.S. transportation projects under Section [288.047](#), F.S., the Brownfield redevelopment bonus refund under Section [288.107](#), F.S. and the Rural Job Tax Credit Program under Sections [212.098](#) and [220.1895](#), F.S.

See Department of Economic Opportunity's (DEO) REDI website for more information:

<http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition>

- The following rural counties, and all municipalities within, are eligible to request a waiver or reduction of project match requirements.
  - Northwest Rural Area of Opportunity – re-designated by Executive Order 15-133 and amended by 17-212: Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, Washington and the area within the city limits of Freeport and Walton County north of the Chotawhatchee Bay and intercoastal waterway, is designated as a Rural Area of Opportunity.
  - South Central Rural Area of Opportunity – re-designated by Executive Order 16-150: DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee Counties, and the Cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County)
  - North Central Rural Area of Opportunity – re-designated by Executive Order 18-158: Baker, Bradford (to include Clay County portion of Keystone Airport), Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor and Union
- Additional rural counties approved for a reduction or waiver of match include:
  - Flagler, Nassau, and Walton

### Communities

An unincorporated federal enterprise community or an incorporated rural city with a population of 25,000 or less **and an employment base focused on traditional agricultural or resource-based industries**, located in a county not defined as rural, which has multiple economic distress factors may qualify for a reduction or waiver of match and technical assistance from REDI. [click here](#)

Communities not located in a designated rural county, are eligible for a reduction or waiver of match based upon documentation submitted, verified and approved by the Department of Economic Opportunity (DEO).

For a current list of eligible communities, please contact DEO's Bureau of Economic Development at (850) 717-8428 or (850) 717-8497.

<http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition/>

To learn more, please click here: <http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-definition/rural-communities>

- As additional counties and communities become eligible to request waivers or reductions of project match requirements, the Office of Policy Planning will notify the districts. Requests for verification of eligibility should be directed to:

Mr. Sean Lewis  
Florida Department of Economic Opportunity (DEO)  
107 East Madison Street, MSC 160  
Tallahassee, FL 32399  
Phone: (850) 717- 8428  
Email: [sean.lewis@deo.myflorida.org](mailto:sean.lewis@deo.myflorida.org)

## **D. PROCESS**

A county or community will not be allowed to request a refund or waiver on any portion of the local match previously paid. If a portion of the required match has not been paid, the county or community can request a waiver or reduction of the remainder of the project match. However, the project agreement (JPA) must be modified to incorporate this revision.

- Only designated counties or communities are eligible for a match waiver or reduction. If a request is received from a rural community not currently eligible, district staff should refer the requestor to DEO staff for an eligibility determination. DEO staff is responsible for verifying if the community meets the economic distress factors. As additional communities become eligible to request waivers or reductions of project match requirements, the Office of Policy Planning (REDI representative) will notify the central office work program staff and the district REDI coordinators.
- The eligible entity will forward the project request, together with the required paperwork and supporting documentation to the appropriate district contact. (See the District Contact List Section in this chapter).
- Upon verifying eligibility, the district will work with the requestor to address issues related to the project, funding availability and any necessary scope adjustments.

Note: Normally, the projects in the adopted five-year work program are fully programmed to funding. Generally, there will be no additional opportunities to fund the entire cost of the project if the match is waived or reduced. Therefore, to protect the projects in the adopted work program, program managers may need to work with the requestor in waiving or reducing the match by reducing the scope of the project.

For future projects added to the work program, waivers or reduction of project match may reduce the number of projects funded through the existing program allocations. Waiver or reduction of match on future projects is based on funding availability.

- Additional funding will not generally be available to cover the amount of the match being waived or reduced. In these cases, the scope of the project will need to be reduced.
- In the case of a federal aid project, the department will soft match the project where soft match is allowable and available. Otherwise, the scope of the project will need to be reduced.
- Donations of land as an in-kind match may be permitted.
- When a project is selected to have the match requirements waived or reduced, a note shall be placed in the extra description field in the Work Program Administration system denoting such approval. Districts will input the applicable item group code on the Item Segment Group (WP03) screen in WPA. Use either item group WAIV for 100% match waived or REDC for a reduced match.
- All department and Transportation Disadvantaged Commission projects in the 32 rural counties and the eligible rural communities should be included in the district's submittal for the annual REDI report due in midsummer.

## **E. PROGRAMMING GUIDELINES**

All projects specifically programmed in RAO counties and their communities and the additional three (Flagler, Nassau, and Walton) rural counties and their communities shall include REDI as an item group identifier.

Questions pertaining to this program should be directed to Melanie Weaver Carr, the statewide REDI representative in the Office of Policy Planning at (850) 414-4817 or [Melanie.Carr@dot.state.fl.us](mailto:Melanie.Carr@dot.state.fl.us).

## **F. DISTRICT CONTACT LIST**

DISTRICT OFFICE REDI CONTACTS	
<b>District One – Bartow</b>	
Bessie Reina	(863) 519-2656
<b>District Two - Lake City</b>	
Barney Bennette	(386) 961-7878
<b>District Three – Chipley</b>	
Ray Kirkland	(850) 330-1590
<b>District Four - Ft. Lauderdale</b>	
Larry Hymowitz	(954) 777-4663
Lois Bush	(954) 777-4654
<b>District Five – Deland</b>	
Lisa Buscher	(386) 943- 5452
<b>District Six – Miami</b>	
No REDI contact as District Six does not have any rural counties or communities.	
<b>District Seven – Tampa</b>	
Lori Marable	(813) 975-6450
<b>Turnpike - Florida's Turnpike Enterprise</b>	
Jennifer Stults	(407) 264-3808

## **G. REFERENCES**

Section [288.0656](#), F.S.

[REDI Website](#)



## **PART III - CHAPTER 30: SAFETY**

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## **PART III - CHAPTER 30: SAFETY**

### **A. GENERAL GUIDELINES FOR SAFETY PROJECTS**

Safety is the Florida Department of Transportation's (department's) number one priority. The intent of the safety program is to ensure that available safety funds are fully programmed and used on system projects to reduce fatal and serious injury crashes. Projects programmed for construction using any of the highway safety construction funds such as Highway Safety Improvement Program (HSP) or High Risk Rural Roads (HRRR), should be entered into the Crash Reduction And System Hub (CRASH) evaluation program located at the department's state Safety Office intranet site, <https://fdotewp2.dot.state.fl.us/TrafficSafetyWebPortalFDOT/CrashLogin.aspx>, by district safety personnel. This information is primarily required to determine benefit cost analysis and determine accurate crash reduction factors for safety projects on state maintained roadways. A secondary benefit is to serve as a tracking mechanism for all safety funded projects and to develop required reports to management and Federal Highway Administration (FHWA). Projects shall also be submitted to the Safety Office Sharepoint Site, <https://fdot.sharepoint.com/sites/CO-SAFETY/Engineering/COSafety/SitePages/Home.aspx>, for Safety Office approval of proposed projects and recording approval date of projects to be used as the date for federal authorization.

### **B. HIGHWAY SAFETY IMPROVEMENT PROGRAM**

#### **1. OVERVIEW**

The Highway Safety Improvement Program addresses low cost (typically \$1,000,000 or less) short-term safety projects. These projects are normally completed within three years from concept to construction. The projects should be developed to correct specific traffic crash problems involving fatal and serious injury crashes. Correction of other safety defects may be included but is not required. This program is applicable to all public roads except turnpike enterprise. Proper implementation of this program helps ensure that highway safety is enhanced for the traveling public. The primary purpose and performance measure of this program is the reduction of fatal and serious injuries resulting from traffic crashes.

FAST Act continued the changes that MAP-21 and SAFETEA-LU used to fund the Highway Safety Improvement Program and continued the core program titled "Highway Safety Improvement Program" (WP fund - HSP/ACSS). This program is based on the states developing a statewide "Strategic Highway Safety Plan" in compliance with [23 USC 148](#). On September 30, 2006, FHWA approved the Florida Strategic Highway Safety Plan (SHSP). The SHSP developed by the department and its safety partners, identified key highway safety emphasis areas (vulnerable road users, aggressive driving, intersection crashes and lane departure crashes) and continuing priority areas (occupant protection, impaired driving, and traffic data and decision support systems). ACSS funded safety projects shall focus on reducing the safety problems in the key areas identified in the SHSP. The SHSP was updated in November 5, 2012, and more recently October 2016. Included are each of the previous key highway safety emphasis areas (vulnerable road users, speeding and aggressive driving, intersection crashes, and lane departure crashes) and added at risk drivers (teen drivers and aging road users), distracted driving, impaired driving, unrestrained occupants, motorcyclists, commercial motor vehicles crashes, work zone crashes and traffic data ([http://www.fdot.gov/safety/SHSP2016/FDOT\\_2016SHSP\\_Final.pdf](http://www.fdot.gov/safety/SHSP2016/FDOT_2016SHSP_Final.pdf)). Regular updates are now required with FAST Act. If a state fails to have an approved updated SHSP by August 1st of the first fiscal year after the requirements are established, that state will not be eligible to receive additional obligation limitation during the annual redistribution of unused obligation limitation (August redistribution).

ACSS funded projects should be identified in the work program for the current year and two to three future years. ACSS funds are managed on a statewide basis, but each district will be allowed to keep up to \$300,000 for unforeseen use.

Funds and budget in excess of \$300,000 will be returned to central office on a quarterly basis.

As required for statewide managed programs, the district must notify the Transportation Safety Engineer, in the Safety Office, to request additional funding (for existing projects) before adjustments can be made to statewide funded safety projects programmed in their district. Projects will be reviewed in accordance with the funding eligibility requirements (see below) and with respect to available statewide ACSS funds. Notification of the approved projects and project funding levels will be sent to the district safety engineer and district work program manager for programming.

Highway Safety Improvement Projects are eligible for ACSS funding if they meet one or more of the following minimum requirements:

- Addresses a key highway safety emphasis area from the Florida Strategic Highway Safety Plan and a net present value (NPV) greater than 0; (see note below)
- Skid hazard elimination with a NPV greater than 0; or friction number of 25 or less
- Installation of paved shoulders or other run off road crash mitigation measures on rural highways, if a constructed NPV greater than 0 will be achieved.

The NPV is the “Present value of project benefits” ( $PV_{\text{benefits}}$ ) minus the “Present value of project costs” ( $PV_{\text{costs}}$ ). Equation for NPV is  $PV_{\text{benefits}} - PV_{\text{costs}}$ . NPV values greater than zero are required for “crash based” projects (historical and predicted) and will be used as input to prioritize safety projects.

The above mentioned NPV is to be based on the economic benefits of reducing crash occurrences versus the expenditure of funds to construct the crash reduction project. Acquisition of right of way (R/W) should be limited to only projects that are required to alleviate the immediate safety problem and to achieve the three year concept to construction goal.

For further information on federal safety programs, see Part IV, Federal Aid Programs, of these instructions.

Note: Projects not meeting NPV requirements but have supporting documentation to warrant the project as a potential safety project will be evaluated on a case by case basis. All projects not meeting NPV requirements will require approval by the State Safety Office.

## **2. PROGRAMMING GUIDELINES**

- **Transportation System:** Use appropriate transportation system. (See program plan/work program/budget crosswalk link in the References section of this chapter.)
- **Work Mix:** Use appropriate safety work mix. (See Appendix D of these instructions for a complete list of work mixes under the safety heading. Please use the most specific description available and avoid the use of the “safety project” work mix.)
- **Description:** The comment section on the WP01 screen must include the most recent NPV used in the project justification. If there is a notable change in the project cost this value should be adjusted accordingly.
- **Fund Code:** Use ACSS fund code. For efforts related to the systemic projects to address Lane Departure Crashes and Intersection Crashes use ACLD for Lane Departure Crashes and ACID for Intersection Crashes.

- Phase: Use appropriate phase. (See the program plan/work program/budget crosswalk link in the References section of this chapter.)
- Program Number: use program number 06 - safety for construction phases. All other phases will follow normal programming conventions. For safety lighting retrofit projects approved by the Executive team during the 2016 Program Plan Workshop use the SL program number for phases 52, 32 and 62.

Note: When the safety program number is used on a project that also utilized another program number on the same phase, assign a separate financial project sequence for each program number.

- Item Group: Use appropriate item group identifiers (up to four) with at least one being from the list below:
  - SFA1 – Keep vehicles in the proper travel lane and minimize the effects of leaving the travel lanes (i.e. edge lines, rumble strips, speed control measures to reduce run off road crashes, guardrail, attenuators, slope modifications and fixed obstacle removal to reduce the crash severity when a vehicle leaves the road, SHSP Emphasis Area – Lane Departure Crashes)
  - SFA2 – Improve the safety of intersections (i.e., signal modifications/installations, turn lanes, signing, lighting, traffic calming to reduce frequency and severity of intersection crashes, SHSP Emphasis Area – Intersection Crashes)
  - SFA3 – Improve access management and conflict point control (i.e., add raised median to replace two-way left turn median, close median openings, improve curb openings at driveways (right turn in/right turn out), modify median openings to eliminate hazardous vehicle movements, remove redundant driveway accesses, directional signing, no U turn signs, designated U turn signals, etc.)
  - SFA4 – Improve information and decision support systems- (SHSP Emphasis Area – Traffic Records)
  - SFA5 – Improve pedestrian and bicycle safety [i.e., add pedestrian and bike facilities where there is a fatal or serious injury problem that will be resolved by the addition of these features, pedestrian signals and crosswalks at signalized intersections, mid-block pedestrian crossings, median pedestrian refuge islands, traffic calming, signing to alert drivers of high pedestrian/bike traffic areas, education and enforcement efforts, SHSP Emphasis Area – Vulnerable Road Users (pedestrians, bicyclist, and motorcyclists)]
  - SFA6 – Installation of CCTV for improved bridge tender visibility
  - SFA7 – SHSP Emphasis Area – Aggressive Driving
  - SFA8 – Continuing Priority Area 1 – occupant protection
  - SFA9 – SHSP Emphasis Area - Impaired Driving
  - CTST - Community Traffic Safety Team sponsored project
  - HEBC – Other hazard elimination Net Present Value justified project
  - SKID – Skid hazard reduction project
  - SCES – Safety consultant engineering services
- Example: To program the installation of additional lighting for safety on US 1, use transportation system 03 – intrastate state highway, the 0777 - lighting work mix, the ACSS fund code, the



appropriate construction phase with program number 06 and item group identifier HEBC. All other phases will follow normal programming conventions.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	06	ACSS	\$300,000	1	20XX
62	01	00	ACSS	\$100,000	1	20XX

## **C. SKID HAZARD ELIMINATION PROGRAM**

### **1. OVERVIEW**

Pavements should be properly analyzed to determine if the pavement has a structural problem (as indicated by the Pavement Condition Survey) in addition to a low-skid resistant surface. If a slick surface is the only major problem, then a friction course, possibly with minor leveling, can be processed as a skid hazard elimination project. Otherwise, the matter should be referred to the district staff responsible for programming resurfacing projects. For example, a pavement segment with multiple defects should be given priority for scheduling as a resurfacing program project.

Priority locations for the skid hazard program are those with a friction number of 25 or less and other locations having a projected post construction NPV greater than 0. Any allocated fund category available to fund construction phases may be used for these projects.

To be eligible for HSP funds, a project must have a NPV greater than 0 plus a friction number of 28 or less for posted speeds of 45 mph or less, or a friction number of 30 or less for posted speeds of greater than 45 mph. NPV criteria are not necessary for locations with friction numbers of 25 or less.

### **2. PROGRAMMING GUIDELINES**

Skid hazard program projects funded with HSP funds should be programmed by line item for the first year. Outer years for skid hazard mitigation may be programmed in a reserve item.

- Transportation System: Use appropriate transportation system. (See the program plan/work program/budget crosswalk link in the References section of this chapter.)
- Work Mix: Use 0216 - skid hazard overlay.
- Description: Comments on the WP01 screen must include the most recent skid test number and friction number from the department's Skid Hazard Reporting (SHR) mainframe computer application and the NPV used in the project justification. If there is a notable change in the project cost this NPV value should be adjusted accordingly.
- Fund Code: Use ACSS fund code for projects approved by the district safety coordinator that meet the above criteria. Other fund codes may be used as approved by the appropriate program manager.
- Phase: Use appropriate phase. (See Appendix D of these instructions).
- Program Number: Use program number 06 - safety for construction phase. All other phases will follow normal programming conventions.

When the safety program number is used on a project that also utilized another program number on the same phase, assign a separate financial project sequence for each program number.

- Item Group: Use appropriate item group identifiers (up to four), one of which must be SKID.

- Example: To program an HSP qualified skid hazard elimination project on US 27, use transportation system 03 – intrastate state highway, the 0216 – skid hazard overlay work mix, the ACSS fund code, the appropriate construction phase with program number 06 and item group identifier SKID. All other phases will follow normal programming conventions.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	06	ACSS	\$500,000	1	20XX
62	01	00	ACSS	\$100,000	1	20XX

## **D. HIGHWAY SAFETY GRANT PROGRAM**

### **1. OVERVIEW**

#### **a. Section 402, State Highway Safety Grant Program**

The highway safety grant program is managed by the department's safety office on a statewide basis. This program is administered by the National Highway Traffic Safety Administration (NHTSA) for the purpose of assisting the state in designing traffic safety programs to reduce traffic crashes, deaths and injuries. Section 402 (state and community highway safety grant program) funds cannot be used for design, construction, or maintenance activities. Forty percent of these funds are administered to local governments via an application process managed by the state safety office. Federal funds are apportioned annually to states based on population and road miles (75% population/25% road miles). The department may be eligible for and receive other traffic safety incentive funds available for support of special programs targeting the DUI problem, use of safety belts and other priority program areas established by NHTSA. MAP-21 added teen traffic safety to 23 USC Section 402, allowing the state to use a portion of the amounts received under this section to implement statewide efforts to improve traffic safety for teen drivers.

Statewide efforts **shall** include peer-to-peer education and prevention strategies in schools and communities designed to:

- Increase safety belt use
- Reduce speeding
- Reduce impaired and distracted driving
- Reduce underage drinking and
- Reduce other behaviors by teen drivers that lead to injuries and fatalities

And **may** include:

- Working with student-led groups and school advisors to plan and implement teen traffic safety programs
- Providing sub grants to schools throughout the state to support the establishment and expansion of student groups focused on teen traffic safety
- Providing support, training, and technical assistance to establish and expand school and community safety programs for teen drivers
- Creating statewide or regional websites to publicize and circulate information on teen safety programs

- Conducting outreach and providing educational resources for parents
- Establishing state or regional advisory councils comprised of teen drivers to provide input and recommendations to the Governor and the Governor's safety representative on issues related to the safety of teen drivers
- Collaborating with law enforcement and
- Establishing partnerships and promoting coordination among community stakeholders, including public, not-for-profit and for profit entities

Funds apportioned to the state are allocated to approved programs for use by state and local governmental agencies and not for profit organizations in the following program areas:

- Impaired driving countermeasures
- Police traffic services
- Community traffic safety
- Occupant protection
- Pedestrian and bicycle safety
- Emergency medical services
- Traffic records
- Motorcycle safety
- Roadway safety
- Speed control

Funds are awarded based upon a problem identification process involving the yearly statewide analysis of fatalities and injuries from traffic crashes occurring in the last five years. This results in a traffic safety matrix which provides a numerical ranking of all counties by selected problem area. For information regarding submission of potential program activities, refer to the FDOT Safety Office website.. Contact the State Safety Office for program/project questions.

#### **b. Section 405, National Priority Safety Program**

Under prior federal highway safety authorization bills, Section 405 was known as the Occupant Protection Incentive Grant Program. Section 405 focuses on the following areas:

- Impaired Driving
- Occupant protection
- Traffic Records
- Motorcycle Safety
- Distracted Driving

**c. Section 1906, Racial Profiling Prohibition Grants**

Funds for traffic data system improvements to maintain and provide public access to statistical information on the race and ethnicity of drivers stopped by law enforcement.

**2. PROGRAMMING GUIDELINES**

**a. Section 402, 405 and 1906**

These projects will be based only upon grant application awards approved by the safety office, supported by the operating budget and programmed in WPA as “in-house.”

**b. District Programming for Public Information and Educational Purposes**

Districts will receive equal amounts of funding for public information and education. Timesheet charges are not allowed.

- Transportation System: Use transportation system 13-non system specific.
- Work Mix: Use appropriate safety work mix. (See Appendix D of these instructions for a complete list of work mixes under the safety heading.)
- Fund Code: Use NHTS fund code.
- Phase: Use phase 21 or 31.
- Program Number: Use program number 00 – regular program.

**c. Central Office Programming**

For grants awarded to the department for NHTS funded safety projects that are contract/grant commitments to various governmental entities:

- Transportation System: Use transportation system 13-non system specific.
- Work Mix: Use appropriate safety work mix. (See Appendix D of these instructions for a complete list of work mixes under the safety heading.)
- Fund Code: Use NHTS fund code.
- Contract Class: Use 2 - Externally Managed (Not LAP).
- Phase: Use phase 84 – operations grant.
- Program Number: Use program number N2 for Federal Section 402-safety, N5 for Federal Section 405-safety or N9 for Federal Section 1906.

For in-house timesheet labor charges and other operating budget categories (OPS, contractual services, administrative consultants and purchase orders):

- Transportation System: Use transportation system 13-non system specific.
- Work Mix: Use appropriate safety work mix. (See Appendix D of these instructions for a complete list of work mixes under the safety heading.)
- Fund Code: Use NHTS fund code.

- Phase: Use phase 31– preliminary engineering in-house.
- Program Number: Use program number 00 – regular program.

Example (Grant): To program a highway safety grant for Section 402, use transportation system 13, the appropriate safety work mix, the NHTS fund code and a phase 84 with program number N2.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
84	01	N2	NHTS	\$430,000	1	20XX

Example (Grant): To program a highway safety grant for Section 405, use transportation system 13, contract class 2, the appropriate safety work mix, the NHTS fund code, and a phase 84 with program number N5.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
84	01	N5	NHTS	\$430,000	1	20XX

Example (Grant): To program a highway safety grant for Section 1906, use transportation system 13, the appropriate safety work mix, the NHTS fund code and a phase 84 with program number N9.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
84	01	N9	NHTS	\$430,000	1	20XX

Example (In-House): To program a highway safety grant project for in-house, use transportation system 13, the 9917- safety project work mix, the NHTS fund code and a phase 31 with program number 00.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
31	01	00	NHTS	\$900,000	1	20XX

## **E. HIGH RISK RURAL ROADS**

### **1. OVERVIEW**

High Risk Rural Roads are defined in 23 USC 148(a)(1) as "any roadway functionally classified as a rural major or minor collector or a rural local road with significant safety risks, as defined by a State in accordance with an updated State strategic highway safety plan."

While the Moving Ahead for Progress in the 21st Century Act (MAP-21) eliminated the \$90 million set-aside for the HRRR program, it also established a Special Rule for high risk rural road safety under 23 USC 148(g). This rule was continued with the Fixing America's Surface Transportation Act (FAST Act) and requires a State to obligate a certain amount of funds on HRRRs if the fatality rate on its rural roads increases. MAP-21 redefined and created a special rule for high risk rural roads (HRRR). Prior year funding from SAFETEA-LU remains available for improvement of safety on high risk rural roads (HRRR funds). Specifically, this funding may be used on any rural collector or rural local road that has a crash rate for fatal or incapacitating injury crashes above the statewide average crash rate for the functional classification of the road. The qualifying functional classifications are rural major collector, rural minor collector, and rural local roads. However, only the roads within those functional classifications "with significant safety risks" will become the roadways designated as HRRR. The legislation requires that states define the significant safety risks of these roads in their updated State Strategic Highway Safety Plans (SHSPs). HRRR funds are managed on a statewide

basis, but each district will be allowed to keep up to \$100,000 for unforeseen use. On the 15<sup>th</sup> of each month, any funds and budget in excess of \$100,000 will be returned to central office. Local roads that are eligible to be evaluated for the use of HRRR funds are those roadways included in the Florida Traffic Safety Portal at <https://fdotewp2.dot.state.fl.us/TrafficSafetyWebPortalFDOT/index.aspx>

A HRRR is any rural major or minor collector or a rural local road with significant safety risks, as defined by a state in accordance with an updated SHSP. If the fatality rate on such roads increases over the most recent two year period for which data are available, in the next fiscal year the state must obligate for this purpose an amount at least equal to 200% of its fiscal year 2009 HRRR set-aside.

The FHWA will use the Fatality Analysis Reporting System (FARS) data and Highway Performance Monitoring System (HPMS) data to calculate the fatality rate.

The first year states would be required to obligate funds towards HRRRs in accordance with this special rule is fiscal year 2014. For fiscal year 2014, the most recent data available will be 2011 fatalities. Consistent with other performance measures, FHWA will use a five-year rolling average for the fatality rate. This approach provides a balance between the stability of the data (by averaging multiple years) and providing an accurate trend of the data (by minimizing how far back in time to consider data). If the special rule applies to a state in a particular fiscal year, the FHWA will set aside the required amount from that year's HSIP apportionment with a period of availability (obligation limit) of one year. This set-aside will have its own federal appropriation category (FAC) FMIS code established by FHWA.

All remaining HRRR funds set aside under SAFETEA-LU will be administered under the requirements of SAFETEA-LU. If the MAP-21 HRRR special rule applies to a state, the HSIP funds set aside for HRRR will be administered under the requirements of MAP-21.

## **2. PROGRAMMING GUIDELINES**

- **Transportation System:** Use appropriate transportation system. (See the program plan/work program/budget crosswalk link in the References section of this chapter.)
- **Work Mix:** Use appropriate safety work mix. (See Appendix D of these instructions for a complete list of work mixes under the safety heading.)
- **Fund Code:** Use HRRR fund code or HSP (once the HRRR apportionment balance forward is consumed).
- **Phase:** Use appropriate phase. (See the program plan/work program/budget crosswalk link in the References section of this chapter.)
- **Program Number:** Use program number 06 - safety for construction phase. All other phases will follow normal programming conventions.

When the safety program number is used on a project that also utilized another program number on the same phase, assign a separate financial project sequence for each program number.

- **Item Group:** Use appropriate item group identifiers (up to four) one of which shall be from the list provided in the programming guidelines from the above Highway Safety Improvement Program section.
- **Example:** To program safety improvements on a high risk rural road by adding paved shoulders, use the appropriate transportation system, the 0543- pave shoulders work mix, the HRRR fund

code, the appropriate construction phase with program number 06 and item group identifier SFA1. All other phases will follow normal programming conventions.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	06	HRRR	\$500,000	1	20XX
62	01	00	HRRR	\$100,000	1	20XX

## **F. FLORIDA SAFE ROUTES TO SCHOOLS PROGRAM**

### **1. OVERVIEW**

The objective of this program is to increase the safety and the number of students who walk or bike to school. Florida has allocated an average of \$7,000,000 per year for Safe Routes to School (SRTS) projects in Florida. Seventy to ninety percent (70% to 90%) shall be used for infrastructure projects that will substantially improve the ability to safely walk and bicycle to and from school. Ten to thirty percent (10% to 30%) of these funds shall be used for non-infrastructure activities to encourage safe walking and bicycling to school.

The district safety engineer/manager shall coordinate with the district bike pedestrian coordinator to prioritize projects on a districtwide basis, based upon information received from qualified applicants (see [Florida Safe Routes to School Guidelines](#)). Construction constraints should be considered in prioritizing infrastructure projects. Constraints may include availability of R/W, Americans with Disabilities Act (ADA) compliant grades, drainage, and utility conflicts. Every infrastructure project considered for funding must include basic data collection such as walking and bicycling usage and conditions along the project corridor.

Projects are required to be done within two miles of a school serving grades K through 12. In addition to this requirement, the prioritization should be made and documented based on some or all of the following factors. Some of these factors may not apply, and are listed in no particular order:

- History of pedestrian and/or bicycle crashes along route
- Number of students currently walking or cycling to and from school along proposed routes with no facilities or inadequate facilities
- Probable number of students who would walk or cycle to and from school if the candidate route had facilities or improved facilities
- Adequacy of existing facilities; (ex: narrow vs. wide sidewalks; absence of pedestrian signals)
- Proximity to other pedestrian generators (parks, playgrounds, and community centers, etc.)
- Locations that are actively participating in pedestrian and/or bicycle traffic safety education or activities in addition to those projects funded through SRTS
- Jurisdictions that are actively improving the walking and/or bicycling environment in proximity to schools, in addition to those projects funded through SRTS
- Ability and commitment to implement the project
- Commitment to conduct post-implementation evaluation
- Construction constraints including availability of right of way, ADA compliant grades, drainage and utility conflicts

### **a. Safe Routes to School Infrastructure**

Traditional eligible activities for Safe Routes to School are the planning, design and construction of projects that will substantially improve the ability of students (vulnerable road users) to walk and bicycle to school. These include:

- Sidewalk improvements
- Traffic calming and speed reduction improvements
- Pedestrian and bicycle crossing improvements
- On-street bicycle facilities
- Off-street bicycle and pedestrian facilities
- Bicycle parking facilities at public school locations
- Traffic diversion improvements in the vicinity of K through 12 schools (within two miles)

Such projects may be carried out on any public road or any bicycle or pedestrian pathway or trail within two miles of eligible schools.

### **b. Safe Routes to School Non-Infrastructure**

Non-infrastructure related activities to encourage walking and bicycling to school include:

- Student sessions on bicycle and pedestrian safety, health, and environment
- Training for SRTS programs
- Conducting training or developing approved public educational materials

All projects identified for inclusion in the work program **must** be reviewed by the SRTS coordinator prior to programming.

## **2. PROGRAMMING GUIDELINES**

### **a. Safe Routes to School Infrastructure:**

- Transportation System: See the program plan/work program/budget crosswalk link in References section of this chapter.
- Work Mix: Use appropriate work mix. (See Appendix D of these instructions for a complete list of work mixes under the safety heading.)
- Item Group: Use SFA5 and SR2S item group identifiers and other identifiers as appropriate
- Fund Code: Use SR2T, CMAQ, STP, or transportation alternatives funding.
- Phase: See the program plan/work program/budget crosswalk link in the References section of this chapter.
- Program Number: Use program number 06 - safety for construction phase. All other phases will follow normal programming conventions.



**NOTE:** SR2T funds may be used for consultants for project development or design (phases 31, 32 and 38), construction or procurement of equipment (phases 52, 53 and 58) and appropriate construction engineering and inspection (phases 61,62 and 68) for any prioritized projects that meet the above stated requirements. SR2T funds may not be used for acquisition of R/W.

**b. Safe Routes to School Non- Infrastructure:**

- Transportation System: See the program plan/work program/budget crosswalk link in References section of this chapter.
- Work Mix: Use appropriate work mix. (See Appendix D of these instructions for a complete list of work mixes under the safety heading.)
- Item Group: Use SFA5 and SR2S item group identifiers other identifiers as appropriate.
- Contract Class: Use 2 - Externally Managed (Not LAP) on the item(s) where x4 grant phases are to be programmed.
- Fund Code: Use SR2T or transportation alternatives funding
- Phase: Use phase 84 operations grants or 93 capital purchase.
- Use phase 93 for material purchases such as pamphlets and purchase or development of public service announcements and approved public educational materials.
- Program Number: Use program number 06 – safety.

**G. BICYCLE AND PEDESTRIAN CONSIDERATIONS**

**1. OVERVIEW**

In accordance with Section [335.065](#), F.S. pedestrian and bicycle accommodations should be considered for inclusion as an integral part of all construction, reconstruction, or other change to any state transportation facility. Independent projects specifically to construct or improve pedestrian and bicycle facilities should be considered and initiated. Transportation alternative funds can be used for on and off-roadway facilities such as shared use paths, bicycle racks and storage lockers.

There is a strong national and state emphasis on accommodating pedestrians and bicyclists along and across transportation facilities:

- Title [23 U.S.C.](#) (Section 217) requires the inclusion of non-motorized elements in the statewide and MPO long-range transportation plans and requires that each state have a pedestrian/bicycle coordinator.
- The ADA requires that the needs of pedestrians with disabilities be included in transportation projects containing pedestrian accommodations.
- The Florida Pedestrian and Bicycle Strategic Safety Plan (PBSSP), dated May 2017, contains engineering, enforcement, education and emergency medical services countermeasures that should be implemented by the department, local agencies, and public and private partners to adequately accommodate pedestrians. Countermeasures include: provision of sidewalks on both sides of roadways whenever possible; elimination of sidewalk obstructions; refuge medians and islands; improvements in traffic signal visibility, phasing, and timing; crosswalks and mid-block crossings; optimum location of bus stops; smaller turning radii at intersections; and others. Further guidance is provided in AASHTO's Guide for the Planning, Design, and Operation of Pedestrian

Facilities. For bicycle-related guidance, see the Florida Bicycle Facilities Planning and Design Handbook, and AASHTO's Guide for the Development of Bicycle Facilities. The Plans and Preparation Manual provides department specific standards for pedestrian and bicycle accommodations.

- Bicycle and pedestrian projects are eligible for STP, CMAQ, federal lands access program, and transportation alternatives funds.
- Use transportation system 13 (non-system specific) and work mix 0106 (bike path/trail) when the bike path or trail does not adjoin the road.
- Use the roadway transportation system and work mix 0107 (bike lane/sidewalk) when the bike lane or sidewalk does adjoin the road.
- The department has adopted standard urban and rural typical sections that include designated bikeways on projects.

## **2. PROGRAMMING GUIDELINES**

- **Transportation System:** Use appropriate transportation system. (See the program plan/work program/budget crosswalk link in the References section of this chapter.)
- **Work Mix:** Use appropriate safety work mix. (See Appendix D of these instructions for a complete list of work mixes under the safety heading.)
- **Fund Code:** Use any eligible STP, CMAQ and transportation alternatives funds available. Use HSPT if programming safety education to support the PBSSP.
- **Phase and Program Number:** See the program plan/work program/budget crosswalk link in the References section of this chapter.
- **Item Group:** Use appropriate item group identifiers (up to four) one of which should be SFA5.
- **Example:** To program the construction of a pedestrian safety improvement (which qualifies for transportation alternatives funding) at CR 129 and Post St., use transportation system 16 – off state hwy sys/off fed sys, the 9956 - pedestrian safety improvement work mix, the TALT fund code, and the appropriate construction phase and program number. All other phases will follow normal programming conventions.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	02	TALT	\$500,000	1	20XX
62	01	02	TALT	\$100,000	1	20XX

## **H. REFERENCES**

Florida Pedestrian and Bicycle Strategic Safety Plan  
[http://www.alerttodayflorida.com/resources/FDOT\\_PBSSP%20Update%20Final.pdf](http://www.alerttodayflorida.com/resources/FDOT_PBSSP%20Update%20Final.pdf)

[Title 23 USC 148](#), Title 23 USC 402, Title 23 USC 405, Title 23 USC 217

Procedure [500-000-100](#), Highway Safety Improvement Program

SAFETEA-LU Section 402

MAP-21 (P.L. 112-141)

[Fixing America's Surface Transportation \(FAST\) Act \(P.L. 114-94\)](#)

Section [339.135\(4\)\(a\)1](#), F.S.

Florida Safe Routes to School Guidelines: <https://www.fdot.gov/safety/2A-Programs/Safe-Routes.shtm>

Department employees can access the program plan crosswalk by using the link below:  
<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>



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## **PART III - CHAPTER 31: SMALL COUNTY OUTREACH PROGRAM**

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## **PART III - CHAPTER 31: SMALL COUNTY OUTREACH PROGRAM**

### **A. OVERVIEW**

This program assists small county governments in repairing or rehabilitating county bridges, paving unpaved roads, addressing road-related drainage improvements, resurfacing or reconstructing county roads, or constructing capacity or safety improvements to county roads. The 2005 Legislature amended Section [201.15](#), F.S., to provide additional growth management funds (GRSC) as part of the SCOP. Projects receiving GRSC funds must meet the same eligibility criteria as the existing SCOP. In 2015, the Florida Legislature passed SB 2514-A, amending Section [320.072](#) F.S. increasing the distribution of revenues generated by certain motor vehicle registration transactions. Per the new legislation, “Wheels on Road” revenues will be deposited into the State Transportation Trust Fund (STTF) for use by the department. These revenues shall be used under the fund code SCWR. Available funds are allocated to the districts based on the number of eligible counties. For example, if a district has 12 counties eligible for SCOP/Small County Economic Development (SCED) and Small County Growth Management (GRSC), and there is a total of 38 eligible counties statewide, then the district’s allocation would be approximately 31.57% of the total available funding.

The Florida Department of Transportation (department) shall fund 75% of the cost of projects on county roads funded under the program. Any initial bid costs or project overruns after the letting that exceed the department’s participation as stated, will be at the county’s expense. This will help ensure that the funds are utilized on as many projects as possible.

The county must provide 25% of the project costs. The county’s participation may be in the form of matching local funds (i.e., in-kind services). Such matching funds will be deducted from the project costs as part of the county’s contribution. The department will participate to the extent stated above. Cost overruns or scope changes after letting shall be covered by the counties.

Rural counties qualifying under the Rural Economic Development Initiative (REDI) Program may apply for a waiver or reduction of the required 25% local match. To be eligible for a waiver or reduction of match requirements, a county or community must meet the statutory definition of rural (Section [288.0656\(2\)\(e\)](#), F.S.) and such county or community must have three or more of the economic distress conditions identified in Section [288.0656\(2\)\(c\)](#), F.S. Detailed definitions and additional information are set forth in the REDI chapter of the work program instructions.

#### **1. ELIGIBLE COUNTIES**

Specifically for the SCOP as set forth in Section [339.2818\(2\)](#), Florida Statutes, the county must have a population of 170,000 or less as determined by the most recent official estimate (as defined in Section [186.901](#), F.S.)

<b>District 1</b>	<b>District 2</b>	<b>District 3</b>	<b>District 4</b>	<b>District 5</b>	<b>District 6</b>	<b>District 7</b>
<b>Desoto</b>	<b>Baker</b>	<b>Calhoun</b>	<b>Indian River</b>	<b>Flagler</b>	<b>Monroe</b>	<b>Citrus</b>
<b>Glades</b>	<b>Bradford</b>	<b>Franklin</b>	<b>Martin</b>	<b>Sumter</b>		
<b>Hardee</b>	<b>Columbia</b>	<b>Gadsden</b>				
<b>Hendry</b>	<b>Dixie</b>	<b>Gulf</b>				
<b>Highlands</b>	<b>Gilchrist</b>	<b>Holmes</b>				
<b>Okeechobee</b>	<b>Hamilton</b>	<b>Jackson</b>				
	<b>Lafayette</b>	<b>Jefferson</b>				
	<b>Levy</b>	<b>Liberty</b>				

	<b>Madison</b> <b>Nassau</b> <b>Putnam</b> <b>Suwannee</b> <b>Taylor</b> <b>Union</b>	<b>Santa Rosa</b> <b>Wakulla</b> <b>Walton</b> <b>Washington</b>				
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**2. ELIGIBILITY CRITERIA**

The project must be on the county road system. The Florida Department of Transportation (department) may consider whether the county has attempted to keep county roads in satisfactory condition which may be evidenced through an established pavement management plan.

The department shall use the following criteria per Section [339.2818\(4\) F.S.](#) to prioritize road projects for funding under the program:

- The primary criterion is the physical condition of the road as measured by the department.
- As secondary criteria, the department may consider:
  - Whether a road is used as an evacuation route
  - Whether a road has high levels of agricultural travel
  - Whether a road is considered a major arterial route
  - Whether a road is considered a feeder road
  - Information as evidenced to the department through an established pavement management plan
  - Other criteria related to the impact of a project on the public road system or on the state or local economy as determined by the department

The department is authorized to administer contracts on behalf of a county selected to receive funding for a project under this section. However, the department would prefer the county to perform the design, letting and CEI work on the project via the State Funded Grant Agreement (SFGA). All projects funded under this program shall be included in the department’s work program.

**3. PROJECT AGREEMENTS**

Districts shall use the standard boilerplate SFGA found in the department’s Forms directory. Any changes to the financial provisions in this agreement must be approved by the Office of Comptroller.

**B. RURAL AREAS OF OPPORTUNITY**

A municipality within a rural area of opportunity (RAO) or a community designated under Section [288.0656\(7\)\(a\)](#), F.S., may compete for a specific appropriation of \$9 million annually under Section [339.2818\(7\)](#), F.S. The purpose of the additional SCOP funding (SCRC) is to assist qualifying cities and communities in repairing or rehabilitating county bridges, paving unpaved roads, addressing road-related drainage improvements, resurfacing or reconstructing county roads, or constructing safety improvements to county roads. Capacity improvements eligible under SCOP are not eligible for

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RAO SCRC funded projects. Projects shall meet the existing criteria listed in Section [339.2818\(4\)](#), F.S. Department policy is to fund the SCRC funded projects at 100%. Available funds are managed in the Office of Program Management.

**1. ELIGIBLE RAO MUNICIPALITIES AND COMMUNITIES**

County	Municipality
Baker	Glen St. Mary
	Macclenny
Bradford	Brooker
	Hampton
	Lawtey
	Starke
Calhoun	Altha
	Blountstown
Columbia	Fort White
	Lake City
DeSoto	Arcadia
Dixie	Cross City
	Horseshoe Beach
Franklin	Apalachicola
	Carrabelle
Gadsden	Chattahoochee
	Greensboro
	Gretna
	Havana
	Midway
	Quincy
Gilchrist	Bell
	Fanning Springs (part)
	Trenton
Glades	Moore Haven
Gulf	Port St. Joe
	Wewahitchka
Hamilton	Jasper
	Jennings
	White Springs
Hardee	Bowling Green
	Wauchula

County	Municipality	
	Zolfo Springs	
Hendry	Clewiston	
	LaBelle	
Highlands	Avon Park	
	Lake Placid	
	Sebring	
Holmes	Bonifay	
	Esto	
	Noma	
	Ponce de Leon	
	Westville	
Jackson	Alford	
	Bascom	
	Campbellton	
	Cottontale	
	Graceville	
	Grand Ridge	
	Greenwood	
	Jacob City	
	Malone	
	Marianna	
	Sneads	
	Jefferson	Monticello
	Lafayette	Mayo
Levy	Bronson	
	Cedar Key	
	Chiefland	
	Fanning Springs (part)	
	Inglis	
	Otter Creek	
	Williston	
	Yankeetown	

County	Municipality
Liberty	Bristol
Madison	Greenville
	Lee
	Madison
Okeechobee	Okeechobee
Putnam	Crescent City
	Interlachen
	Palatka
	Pomona Park
	Welaka
Suwannee	Branford
	Live Oak
Taylor	Perry
Union	Lake Butler
	Raiford
	Worthington Springs
Wakulla	St. Marks
	Sopchoppy
Washington	Caryville
	Chipley
	Ebro
	Vernon
	Wausau
<b>County</b>	<b>Community</b>
Collier	Immokalee
Palm Beach	Belle Glade
	Pahokee
	South Bay
Walton	Defuniak Springs
	Freeport
	Paxton



## **2. ELIGIBILITY CRITERIA**

To be considered for SCOP RAO (SCRC) funding, a project must satisfy the following minimum requirements:

- The transportation facility must be within a municipality or community in a RAO designated under Section [288.0656\(7\)\(a\)](#), F.S.
- The transportation facility must be publically owned and maintained.
- The proposed project is consistent with the long range transportation plan of the local metropolitan planning organization, if applicable, and to the maximum extent feasible with any local comprehensive plan.
- The project meets criteria set forth in Section [339.2818\(4\)](#) F.S. and as stated above.

## **3. PROJECT AGREEMENTS**

Districts shall use the standard boilerplate SFGA found in the department's Forms directory. Any changes to the financial provisions in this agreement must be approved by the Office of Comptroller.

Applications for County owned and maintained facilities within a RAO require coordination with the County. It is recommended the County manage the design and construction work on behalf of the RAO municipality or community in these instances and execute a SFGA directly with the department. In limited cases, the department may also be authorized to administer contracts on behalf of the agency selected to receive funding under this program.

## **C. PROGRAMMING GUIDELINES**

In-house phases are not eligible for SCOP, SCRC, SCED or GRSC funds.

### **1. WHEN THE PROJECT IS MANAGED BY THE COUNTY**

Program for the department's share of the project:

- Transportation system: Use 06 - off State Highway System (SHS)/on Federal Highway System (FHS) or 16 - off SHS/off FHS.
- Fund codes: Use SCOP, SCWR or SCED for the existing program.
- Use GRSC for growth management funded projects.
- Phase: Use 34 and/or 54 (If only using 54, then all work is included in this phase).
- Program number: Use 93.
- Contract class: Use 2.
- Allocation type: Use 1.
- Item group identifier: If the project is REDI eligible and the local match will be reduced, use REDC; if the local match is waived, use WAIV.

Program for the local's share of the project:

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- Transportation system: Use 06 - off SHS/on FHS or 16 - off SHS/off FHS
- Fund codes: Use LF funds.
- Phase: Use 34 and/or 54.
- Program number: Use 93.
- Contract class: Use 2.
- Allocation type: Use 4.

Example: To program resurfacing on Citrus Way (CR 491), use transportation system 06 - non-intrastate off SHS, the fund code SCOP, SCWR or SCED (allocation type 1), and the appropriate phase with program number 93.

To program the local share of the project, use the fund code LF (allocation type 4).

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
34/54	01	93	SCOP/SCED/SCWR	\$948,750	1	20XX
34/54	01	93	LF	\$316,250	4	20XX

**2. WHEN THE PROJECT IS MANAGED BY THE MUNICIPALITY**

Program for the department’s share of the project:

- Transportation system: Use 06 - off SHS/on FHS or 16 - off SHS/off FHS.
- Fund codes: Use SCRC for the existing program.
- Phase: Use 34 and/or 54. (If only using 54, then all work is included in this phase).
- Program number: Use 93.
- Contract class: Use 2.
- Allocation type: Use 1.

Example: To program resurfacing on CR 12, use transportation system 06 - non-intrastate off state highway, the fund code SCRC (allocation type 1), and the appropriate phase.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
34/54	01	93	SCRC	\$1,000,000	1	20XX

**3. WHEN THE PROJECT IS MANAGED BY THE DEPARTMENT**

Program for the department’s share of the project:

- Transportation system: Use 06 - off SHS/on FHS or 16 - off SHS/off FHS.
- Fund codes: Use SCOP, SCWR or SCED for the existing program.
- Use GRSC for Growth Management funded projects.

- Use SCRC for RAO projects.
- Phase: Use 32, 52, or 62.
- Program number: Use 93.
- Contract class: Use 1, 7 or 9.
- Allocation type: Use 1.
- Item group identifier: If the project is REDI eligible and the local match will be reduced, use REDC; if the local match is waived, use WAIV.

Program for the local's share of the project:

- Not applicable to SCRC projects.
- Transportation system: Use 06 - off SHS/on FHS or 16 - off SHS/off FHS.
- Fund codes: Use LF funds.
- Phase: Use 32, 52 or 62.
- Program number: 93.
- Contract class: Use 1, 7 or 9.
- Allocation type: Use 1.

Example: To program resurfacing on CR 12, use transportation system 06 - non-intrastate off state highway, the fund code GRSC (allocation type 1), and the appropriate phase.

To program the local share of the project, use the fund code LF (allocation type 1).

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
32/52/62	01	93	GRSC	\$874,552	1	20XX
32/52/62	01	93	LF	\$291,518	1	20XX

## **D. REFERENCES**

Section [201.15](#), F.S.

Section [339.2818](#), F.S.

Section [288.0656\(7\)\(a\)](#), F.S.



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## **PART III - CHAPTER 32: SMALL COUNTY ROAD ASSISTANCE PROGRAM**

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**PART III - CHAPTER 32: SMALL COUNTY ROAD ASSISTANCE PROGRAM**

**A. OVERVIEW**

This program assists small county governments in resurfacing and reconstructing county roads. Beginning in fiscal year 2000 until fiscal year 2010, and beginning again with fiscal year 2013, up to \$25-50 million annually may be used for the purposes of funding the Small County Road Assistance Program (SCRAP). Available funds are allocated to the districts based on the number of eligible counties. For example, if a district has 10 counties eligible for SCRAP, and there is a total of 31 eligible counties statewide, then the district’s allocation would be approximately 32.26% of the total available funding.

Small counties shall be eligible to compete for funds that have been designated for the SCRAP for resurfacing or reconstruction projects on county roads that were part of the county road system on June 10, 1995. Capacity improvement on county roads shall not be eligible for funding under the program, except where the department determines that widening of existing lanes as part of a resurfacing or reconstruction project is necessary to address safety concerns. Standards for off-system projects are established in the [Florida Greenbook](#).

**1. ELIGIBLE COUNTIES**

Per Section [339.2816](#), Florida Statutes, the term “small county” (specifically for the SCRAP) means any county that has a population of 75,000 or less according to the 1990 Federal census data.

District 1	District 2	District 3	District 5
DeSoto	Baker	Calhoun	Flagler
Glades	Bradford	Franklin	Sumter
Hardee	Columbia	Gadsden	
Hendry	Dixie	Gulf	
Highlands	Gilchrist	Holmes	
Okeechobee	Hamilton	Jackson	
	Lafayette	Jefferson	
	Levy	Liberty	
	Madison	Wakulla	
	Nassau	Walton	
	Putnam	Washington	
	Suwannee		
	Taylor		
	Union		

At a minimum, small counties shall be eligible only if the county has enacted the maximum rate of the local option fuel tax authorized by Section [336.025\(1\)\(a\)](#), F.S.

**2. ELIGIBILITY CRITERIA**

The Florida Department of Transportation (department) shall prioritize road projects for funding under the program as follows:

- The primary criterion is the physical condition of the road as measured by the department.
- As secondary criteria the department may consider the following:
  - Whether a road is used as an evacuation route
  - Whether a road has high levels of agricultural travel
  - Whether a road is considered a major arterial route

- Whether a road is considered a feeder road
- Whether a road is located in a fiscally constrained county, as defined in Section [218.67\(1\)](#), F.S.
- Other criteria related to the impact of a project on the public road system or on the state or local economy as determined by the department

The department is authorized to administer contracts on behalf of a county selected to receive funding for a project under this section. However, the department would prefer the county to perform the design, letting and construction engineering and inspection work on the project via a State Funded Grant Agreement (SFGA). All projects funded under this program shall be included in the department's work program.

### **3. PROJECT AGREEMENTS**

Districts shall use the standard boilerplate State Funded Grant Agreement (SFGA) found in the department's Forms directory. Any changes to the financial provisions in this agreement must be approved by the Office of Comptroller.

## **B. PROGRAMMING GUIDELINES**

In-house phases are not eligible for SCRA funds.

### **1. WHEN THE PROJECT IS MANAGED BY THE COUNTY:**

- Transportation system: Use 06 - off State Highway System (SHS)/on Federal Highway System (FHS) or 16 - off SHS/off FHS.
- Fund codes: Use SCRA funds.
- Phases: Use 34 and/or 54. (If only using 54 then all work is included in this phase).
- Program number: Use 94.
- Contract class: Use 2.
- Allocation type: Use 1.
- Example: To program resurfacing on Bakers Mill Road (CR 6), use transportation system 06 - non-intrastate off SHS, the fund code SCRA, allocation type 1 and appropriate phase.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
34/54	01	94	SCRA	\$200,000	1	20XX

### **2. WHEN THE PROJECT IS MANAGED BY THE DEPARTMENT:**

- Transportation system: Use 06 - off SHS/on FHS or 16 - off SHS/off FHS.
- Fund code: Use SCRA funds.
- Phases: Use 32, 52 and/or 62.
- Program number: Use 94.
- Contract class: Use 1, 7 or 9.

- Allocation type: Use 1.
- Example: To program resurfacing on CR 255, use transportation system 06 - non-intrastate off SHS, the fund code SCRA, allocation type 1, and the appropriate phase with program number 94.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
32/52/62	01	94	SCRA	\$350,000	1	20XX

## **C. REFERENCES**

Section [339.2816](#), F.S.

Section [336.025\(1\)\(a\)](#), F.S.

Section [218.67\(1\)](#), F.S.



## PART III - CHAPTER 33: SPECIAL CONTRACTING METHODS AND FINANCING ALTERNATIVES

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## **PART III - CHAPTER 33: SPECIAL CONTRACTING METHODS AND FINANCING ALTERNATIVES**

### **A. ALTERNATIVE CONTRACTING METHODS**

#### **1. OVERVIEW**

The Florida Department of Transportation (department) uses alternative contracting methods, as allowed under Section [337.11](#) Florida Statutes. The process for selecting and programming alternative contracts is delegated to each district. The alternative methods of contracting are not capped at a set dollar amount. For a complete description of the alternative methods, see the Office of Construction website at <https://www.fdot.gov/construction/>, or, for maintenance-related contracts, contact the State Office of Maintenance. Below are brief definitions of the alternative methods of contracting:

- A + B Bidding - Cost-plus-time bidding, also referred to as the A+B bidding, involves time, with an associated cost, in the low bid determination.
- Lane Rental - Lane rental is another cost-plus-time alternative. The goal of the lane rental concept is to encourage contractors to minimize road-user impacts during construction.
- Bonus - Bonuses are intended to reward a contractor for early completion of a contract. The bonus can be tied to either milestones, a final completion date, or both. Bonuses are tied to a “drop-dead” date (time frame) that is either met or is not.
- Liquidated Savings - The intent of liquidated savings is to encourage the contractor to finish a project early. The contractor will be rewarded for each calendar day the contract is completed and accepted prior to the expiration of the allowable contract time.
- Incentive/Disincentive - Incentive/Disincentive (I/D) contracts are used to not only provide an incentive to the contractor for early completion, but also to apply the disincentive for failure to complete a project on time.
- Warranty Clause - A warranty is a guarantee of the integrity of a product and of the contractor’s responsibility for the repair or replacement of deficiencies.
- Lump Sum - This option involves the contractor providing the department with a lump sum price to complete a project as opposed to bidding on individual pay items with quantities.
- Performance Based Contracting - A method of contracting centered on a contract instrument that defines performance expectations in terms of outcomes or results as opposed to methods, processes, systems or broad categories of work activity. To the maximum extent possible, it describes the work in terms of what is to be the required outcome rather than how the work is to be accomplished.

- Design-build – Major - In order to expedite implementation of certain major construction projects, the Legislature allows the use of design-build contracts to expedite the project completion schedule (Section [337.11\(7\)](#), F.S.).

Major design-build projects combine design and construction on a building, major bridge, limited access facility or a rail corridor project. Right of way (R/W) services cannot be included. A project that is not allowable under Section 337.11(7), F.S. may be allowable under the innovative contracting program. Contact the Office of Construction for more information.

## **2. TIMING OF FEDERAL AUTHORIZATIONS ON DESIGN-BUILD PROJECTS:**

The advertisement to solicit letters of interest may take place prior to the federal authorization. Unlike regular letting advertisements, a solicitation of letters of interest does not bind the department to the eventual commitment of a contract, nor does it require any encumbrance prior to the letter-of-interest advertisement.

For Federal Highway Administration (FHWA) Projects of Division Interest (PODI), the letters-of-interest advertisement may also be done prior to obtaining the Federal Highway Administration (FHWA) approval of the final request for proposal (RFP) and design criteria package. The firms may also be short listed prior to FHWA approval of the final RFP and design criteria package and before obtaining the federal authorization. However, you must have FHWA approval of the final RFP package (for PODIs) before you can obtain the federal authorization, and you must have federal authorization before you send the final RFP package to the short-listed firms.

For FHWA PODI projects, the final RFP must be approved by FHWA and the federal authorization must be in place before the final RFP and design criteria package is published or mailed. For projects exempt from FHWA's project level oversight, the state is required to assure these projects meet the design-build criteria. For projects that are considered major projects (a project with federal financial assistance that totals \$500 million or more), the initial financial plan will need to be approved prior to federal authorization and annual updates will be required until FHWA determines they are no longer needed. See Part IV, Chapter 3, Section C of these instructions for additional details.

Design-build projects must be included in the TIP/STIP before the federal authorization request can be approved by FHWA.

## **B. INNOVATIVE CONTRACTING METHODS**

The department has established a program to demonstrate the use of innovative techniques of highway construction, maintenance, and finance that control time and cost increases on construction projects. Section [337.025](#), F.S. limits the innovative contracting program to \$120 million in contracts annually. However, the annual cap on contracts shall not apply to turnpike enterprise projects nor shall turnpike enterprise projects be counted toward the department's annual cap. The methods chosen under this program are not required to adhere to those provisions of law that would prevent, preclude or in any way prohibit the department from using the innovative techniques. Currently, the innovative contracting statute pertains to design-build minor, the bid averaging method (BAM) and construction

management at risk (CM@Risk). The annual contracting cap of \$120 million requires the department to monitor all contracts using these techniques.

Therefore, these contracts must be submitted to the Office of Construction and approved by the chief engineer for statutory compliance prior to programming an item group identifier associated with an innovative contracting method to the project.

For a complete description of the innovative methods, please see the Office of Construction website at: <https://www.fdot.gov/construction/>.

- Design-Build Contracting – Minor - Minor design-build contracts are defined as those projects not authorized under Section 337.11(7), F.S. The minor design-build contracts are allowed under Section 337.025, F.S. and are included in the \$120 million cap.
- Bid Averaging Method - The bid averaging method or BAM is designed to get contractors to bid a true and reasonable cost for a project. Section 337.025 F.S., allows BAM to be used for maintenance contracts, as well as construction. BAM contracts are also included in the annual innovative contracting cap of \$120 million.

Currently, the FHWA has elected not to participate in BAM projects; therefore, only 100% state-funded projects or locally funded projects should be chosen for BAMs.

- Construction Management at Risk - CM@Risk may be defined as an integrated team approach applying modern management techniques to the planning, design and construction of a project in order to control time and cost, and to assure quality for the project owner. CM@Risk is included in the annual innovative contracting cap of \$120 million.
- FHWA Special Experimental Projects (SEP) - FHWA has been evaluating methods for improving the efficiency of delivering transportation improvement projects. Districts seeking to pilot a new concept should contact the Office of Construction to coordinate the review, documentation and approval process. Districts seeking approval for projects under SEP must coordinate with the Office of Construction.
  - Special Experimental Projects 14 (SEP-14) – The SEP-14 program has provided the department with a vehicle for evaluating various types of non-traditional contracting on federal-aid highway contracts. The objective of SEP-14 is to evaluate project specific innovating contracting practices that have the potential to reduce the life cycle cost of projects, while maintaining product quality. SEP 14 is needed for CM@Risk projects which fall under the \$120 million cap for innovative contracts.
  - Special Experimental Projects 15 (SEP-15) – FHWA launched a new, innovative program in October 2004 to utilize public-private partnerships to oversee entire highway and road projects in an effort to increase efficiency in project delivery. SEP-15 contracts are not included in the innovative contract cap of \$120 million.
- The department’s \$120 million annual innovative contracting cap shall not apply to turnpike enterprise projects.

- American Recovery and Reinvestment Act Of 2009 (ARRA) - Any contract for transportation projects funded by ARRA shall be excluded from the annual innovative contracting cap of \$120 million.

## **C. FAST RESPONSE CONTRACTING**

### **1. OVERVIEW**

Per Section [337.11\(6\)\(c\)](#), F.S., when the department determines that it is in the best interest of the public for reasons of public concern, economy, improved operations or safety, and only when circumstances dictate rapid completion of the work, the department may, up to \$250,000, enter into contracts for construction and maintenance without advertising and receiving competitive bids. Since fast response contracting does not require participation in the competitive bid process, federal funds cannot be used on these projects. The department may enter into such contracts only upon a determination that the work is necessary for one of the following reasons:

- To ensure timely completion of projects or avoidance of undue delay for other projects;
- To accomplish minor repairs or construction and maintenance activities for which time is of the essence and for which significant cost savings would occur; or
- To accomplish non-emergency work necessary to ensure avoidance of adverse conditions that affect the safe and efficient flow of traffic.

The department shall make a good faith effort to obtain two or more quotes, if available, from qualified contractors before entering into any contract. The department shall give consideration to disadvantaged business enterprise participation. However, when the work exists within the limits of an existing contract, the department shall make a good faith effort to negotiate and enter into a contract with the prime contractor on the existing contract.

### **2. PROGRAMMING GUIDELINES**

#### **a. Alternative and Innovative Contracting**

As districts identify projects that will utilize one or more of the alternative or innovative contracting practices, the districts will input or change the item group(s) that correlate(s) to the appropriate alternative method(s). Districts will input the item group identifier(s) on the Item Segment Group (WP03) screen. Refer to the list below:

<u>TYPE</u>	<u>ITEM GROUP</u>	<u>DESCRIPTION</u>
Innovative	A1	BAM
Innovative	A3	Design-build (Minor)
Innovative	A5	BAM/Bonus
Innovative	A6	BAM/Incentive-Disincentive
Innovative	A7	Push Button Design Build

Alternative	B0	Lump Sum
Alternative	B1	No Excuse Bonus
Alternative	B2	A + B Bidding
Alternative	B3	Lane Rental
Alternative	B5	I/D
Alternative	B6	Liquidated Savings
Alternative	B7	A + B/Bonus
Alternative	B8	Design-build (Major)
Alternative	B9	Warranty
Alternative	B10	Bonus/Incentive/Disincentive
Alternative	B11	Design Build-Major/Bonus
Alternative	B12	Design Bld-Major/Bonus/Wrnty
Alternative	B13	SEP-15
Innovative	CMAR	CM@Risk
Alternative	PBC	Performance Based Contracting

- Ensure Chief Engineer approval is obtained prior to adding any Innovative Type Item Group Identifier to the WP03 screen.
- If a contract utilizes more than one technique on a project, enter each individual item group identifier to be used on the WP03 screen.
- If conditions warrant removing a project from the alternative or innovative contracting program, the item group identifier should be removed from the WP03 screen.
- If a supplemental agreement for bonus, lane rental or I/D has been added after the contract has been awarded, an additional item group identifier for the supplemental agreement must be input. Contracts with supplemental agreements for bonuses, lane rental or I/D initiated after the award to accelerate construction must be coded with the following item group identifiers. This coding enables the department to monitor the impact of supplemental agreement incentives.

<u>ITEM GROUP</u>	<u>DESCRIPTION</u>
BS1	Supplemental Agreement Bonus
BS3	Supplemental Agreement Lane Rental

BS5	Supplemental Agreement I/D
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- The incentive payments should be programmed in the fiscal year in which the incentive payment is expected to be made. Expected payout will occur when the highway contractor has met the early completion dates noted in the contract (bonus days). The district work program manager should obtain this information concerning the amount to be programmed and expected payout date from the district director of transportation development or district director of transportation operations. Use phase 5A to program these payments and the same program number as on the construction phase 52 (e.g., 02, 05, etc.).

Incentives may be on the following contracting practices:

- Bonus
  - A + B bidding
  - I/D
  - Liquidated savings
  - Design-build contracts
  - Lane rental
- If a 5A phase is programmed on an item segment, a bonus item group identifier should be associated to the item segment to indicate the purpose of the 5A phase. The item group identifiers that apply are: A5 – BAM bonus, B1 – bonus, B4 – lane rental/bonus, B5 – I/D, B7 – A+B/bonus, B10 – bonus/I/D, B11 – Design Build-Major/bonus, B12 – Design Build-Major/bonus/wrnty or BS1 – supplemental agreement bonus BS3. If the highway contractor fails to meet the bonus days identified in the contract, the phase 5A should be removed from the project.

Example: To program an alternative contract (A + B bidding) with an I/D on I-95 for a capacity project in Palm Beach County, you would use a transportation system 01, phase 52, program number 02, appropriate fund code and item group identifier B2. You would also program a corresponding phase 5A for the amount of the maximum bonus that could be earned by the contractor with item group identifier B5 for the I/D.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	02	ACNP	1	20XX
5A	01	02	ACNP	1	20XX

**b. Design-build**

- Once a project is identified as a design-build project, it should be decided who is going to perform the services necessary to bring the project to completion (services such as utilities/railroad, permits, geotechnical services, survey, and construction, engineering and inspection (CEI)). Some of these services may be done prior to the design-build contract.

However, it is important to ensure that the funds are programmed in the correct category, i.e., in-house or consultant.

- To program design-build projects use contract class 9 and phase 52. Design build push button contracts should be programmed as contract class 9 as well.
- For state and federally funded projects the phase 52 will include all work associated with preliminary engineering and construction. CEI is usually an independent inspection performed by CEI consultants who are not members of the design-build firm and not included in the design-build contract. A separate contract shall be advertised and awarded for CEI services (use phase 6X).
- In-house CEI estimates, which will automatically be generated (based on the overall phase 52 level), must be manually revised to represent only the in-house effort required to manage the CEI consultant.
- For federally funded projects, for which the CEI is proposed for inclusion in the design-build contract, FHWA must specifically review and approve CEI to be performed by the design-build firm.
- On federally funded projects the district federal aid coordinator should request one federal aid project number for the entire project (all phases).
- R/W land (phases 43, 45 and 46) is not part of a design-build contract and must always be programmed separately. R/W land must be fully programmed prior to or in the same year as the contract letting.
- Phase 46 is used to program the reimbursement to a utility owner (company) for costs associated with the purchase of an equivalent easement when an existing utility easement is acquired by the department for a proposed transportation project. Phase 46 would not be used to fund the actual relocation (construction) costs of the utilities, but instead the acquisition of an alternative R/W easement.
- Design-build projects may use the local agency program (LAP) programming process. To program LAP projects see the Local Agency Program chapter of these instructions.
- Each design-build project must have an item group identifier of either A3 design-build (minor) or B8 design-build (major).

Example: To program a design-build project on SR 704 for a bridge project in Martin County, you would use a transportation system 03, phase 52, program number 03 and item group identifier A3 (design-build- minor).

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	03	BRRP	1	20XX

(See Part IV, Federal-Aid Programs, of these instructions for information on authorizing design-build projects.)



Per Procedure [625-020-010](#), Design-build Procurement and Administration, the department may pay a stipend to non-selected, eligible short-listed design-build firms that have submitted responsive proposals for construction contracts. The decision and amount of a stipend shall be based upon department analysis of the estimated proposal development costs and the anticipated degree of engineering design during the procurement process. The department retains the right to use those designs from responsive non-selected eligible design-build firms that accept a stipend.

- On an adjusted score design-build project where the department intends to compensate the eligible short-listed firms for submitting a proposal, the department must enter into a stipend agreement with each firm after the short-listing and deliver to the department no later than one week after RFP release. A contract is required to document the terms and conditions of compensation. The intent is to compensate the amount that is noted in the RFP package. The amount is not intended to compensate the firms for the total cost of preparing the bid package.

Note: Using federal funds for this specific purpose subjects the entire project to compliance with federal requirements. Create at least four sequences under the phase 32. Each sequence will be programmed for the stipend amount using program number SD for each stipend. This program number will crosswalk to budget category 088849. This will allow reports to isolate amounts set aside for stipends.

- The funds will get encumbered under each of the sequences using work activity 257 – Stipend payments. This is due to the fact that the department entered into a stipend agreement with each of the firms. Therefore, all four have to be programmed in WPA and encumbered.
- If more than four firms have elected to be included on the shortlist, the district Work Program Office should be notified by the project manager to program additional sequences to cover all shortlisted firms, as necessary. If less than four firms are on the shortlist, the funds for the excess stipends can be released.
- The stipend agreements will be executed with the selected firms. The contract states that the firm that is awarded the contract will not get the stipend.
- The non-selected firms submit an invoice no later than two weeks after the design-build contract is executed and are paid from the encumbrance.
- The funds encumbered for the stipend for the selected firm are unencumbered. Once unencumbered, these funds can be removed from the item.

### **c. Fast Response**

Districts may set up a districtwide item number using a maintenance or construction phase and requesting a memo encumbrance of \$250,000. This will allow the districts to have funds set aside when the need arises. When a qualifying event occurs, the Office of Comptroller (OOC) requires the amount to be encumbered no later than the next business day following the

qualifying event, or the execution of the contract, whichever occurs first. The district can leave the remainder of the memo encumbrance for other occurrences in the reduced amount. At the end of the fiscal year, the remaining balance on the memo encumbrance related to the fast response contract must be deleted.

**d. CM@Risk**

- Use phase 32 for programming the design consultant fee.
- Use phase 32 with a separate sequence number for programming the pre-construction activities to be paid under the CM@Risk contract.
- Use phase 52 for programming the estimated cost of construction. This amount will be revised based on the guaranteed maximum price, once established. Also use a phase 62 for quality assurance inspection.
- Use the program plan crosswalk link in the References section of this chapter for the appropriate transportation system, phase and program number combinations.

**D. METHODS TO ADDRESS BUDGETARY CONSTRAINTS AND INFLATIONARY RISKS**

The department has developed the following strategies to address budget constraints and inflationary risks for construction projects: budgetary constraint specification, scope alternates, design-build maximum price, and design-build hybrid.

**1. BUDGETARY CONSTRAINT SPECIFICATION**

**a. Establishing a Maximum Budget**

The department will establish the budgetary constraint for a specific construction contract. This is not the department’s official estimate for the work. This budgetary constraint amount will be established as follows:

- If the project is funded with district managed funds and requires additional resources and if funds and budget are available in the district, the district secretary will approve the request and copy the chief engineer and the director of the Office of Work Program and Budget (OWPB). If funds/budget are not available, then assistance in addressing the shortfall and approval of the budgetary constraint request is required by the chief engineer and the director of the OWPB.
- If the project is funded with statewide managed funds, the approval of the budgetary constraint request is required by the chief engineer and the director of the OWPB.

Disclosure of the department’s budgetary constraint is done in an attempt to avoid rejection of all submitted bids for a contract. This process is established to provide contractors the opportunity to express any concerns regarding the department’s established budgetary

constraint amount prior to submission of their actual bid. If a contractor has concerns about the budgetary constraint amount, the contractor will submit a letter of concern to the department by a date certain as specified in the contract documents.

If the amount established as the budgetary constraint is greater than the amount currently programmed on the project, the programming will need to be adjusted accordingly, prior to federal authorization and prior to encumbrance of the funds for advertisement of the project. For federally funded projects, the amount in excess of the detailed cost estimate will be shown on the federal authorization request as non-participating. The authorization will be modified at the time of contract award, as applicable.

#### **b. Programming Guidelines**

- Use item group identifier BCS (budgetary constraint specification) to identify these projects.
- Use the link to the program plan crosswalk found in the references section of this chapter for the appropriate transportation system, phase and program number combinations.

## **2. SCOPE ALTERNATES**

### **a. When Used**

Scope alternates method is used to facilitate the award of a contract within budgetary constraints. Multiple project scopes are used in the proposal with a preferred scope of work and alternate scopes of work acceptable to the department assigned in priority order. The department intends to award the contract to the responsible bidder with the lowest bid for the highest priority scope alternate for which funds are available. The contractors are required to bid on all alternates in the proposal. Work program amount, advertised budget and authorization estimate to FHWA (if applicable) will be based on the preferred scope alternate.

For example, a contract is advertised using the scope alternates specification for weigh stations on both the northbound and southbound sections of I-95. The contract indicates that separate bids are required for the two scopes, one for stations on both sides of the highway and the second for a station only on the southbound side of the highway. Under this specification, the contractor provides a separate bid amount for pay items and quantities associated with each scope including mobilization and maintenance of traffic. Separate bids for each scope alternate will allow the contractors to consider pay item quantity and contract time differences between scope alternates. The lowest bid for the highest priority scope for which funding is available will be awarded.

Another example for when scope alternates might be used is a milling and resurfacing project scheduled to be performed at night as the preferred scope alternate. Milling and resurfacing during the day would be the next priority scope alternate followed by the hot-in-place recycling. Bids would be received on all scope alternates with the contractors taking into account production rates for doing the work at night versus during the day as well as bids on a completely different method of resurfacing. Again, the lowest bid for the highest priority scope alternate for which funding is available will be awarded.

**b. Programming Guidelines**

- Use item group identifier SAC (scope alternate contracting) to identify these projects.
- Use the program plan crosswalk link in the References section of this chapter for the appropriate transportation system, phase and program number combinations.

**3. DESIGN-BUILD – PROJECTS ESTIMATED AT \$100 MILLION OR GREATER**

Projects with an estimated construction cost of \$100 million or greater may be considered to be let as design-build maximum price or design-build hybrid contracts.

A design-build hybrid contract is used when the design plans are 90% complete or fully completed prior to advertisement of the design-build contract. The design plans are provided to the firms responding to the RFPs. The RFPs for design-build hybrid projects may include a maximum budget amount, with an estimated construction cost of \$100 million or greater. The proposals will be evaluated based on project scope, qualifications, quality, schedule and costs (not to exceed the maximum budget amount). This method has the advantage of immediately allowing the department to determine if the project is realistically achievable for the scope desired within the limits of a tight budget. If the market conditions during the time of procurement are such that desired scope may not be attainable within the limits of a tight budget, this process would allow for the department to reduce the scope accordingly, inform all the short-listed firms of the reduced scope, and still deliver the majority of the project in lieu of rejecting all bids, redesigning the project to a reduced scope and re-letting the project.

Design-build hybrid proposals are scored in the same fashion as other design-build contracts. All proposers, using the design plans provided by the department, develop design approaches/modifications with corresponding schedules that maximize the amount of scope that can be delivered without exceeding the maximum budget. The evaluation uses a form of weighted criteria with point scoring to arrive at a final score for each proposal and the project is awarded to the proposal that has the lowest adjusted score.

Disclosure of the department's maximum budget in either a design-build maximum price or design-build hybrid project is done in an attempt to avoid rejection of all submitted bids for a contract. This process is established to provide design-build firms the opportunity to express any concerns regarding the department's established maximum budget amount prior to submission of their actual bid. If a design-build firm has concerns about the maximum budget amount, the contractor will submit a letter of concern to the department by a date certain as specified in the contract documents.

If the amount established for the maximum budget is greater than the amount currently programmed on the project, the programming will need to be adjusted accordingly, prior to federal authorization and prior to encumbrance of the funds for advertisement of the project. For federally funded projects, the amount in excess of the detailed cost estimate will be shown on the federal authorization request as non-participating. The authorization will be modified at the time of contract award, as applicable.

## **E. PUBLIC PRIVATE PARTNERSHIPS (P3)**

### **1. OVERVIEW**

Per Section [334.30](#), F.S., the department may receive or solicit proposals and enter into agreements with private entities, or consortia thereof, for the building, operation, ownership or financing of transportation facilities. Contact OOC-Project Finance, P3 Section when considering the P3 method of procurement.

All projects to be let using P3s, including design-build finance contracts, must be approved by the Secretary, the assistant secretary for engineering and operations, and the assistant secretary for finance and administration. This approval is to be coordinated through the department's comptroller.

Per Section [334.30, F.S.](#), the department shall consult with the Division of Bond Finance of the State Board of Administration. The department shall provide the division with the information necessary to provide timely consultation and recommendations. The Division of Bond Finance may make an independent recommendation to the Executive Office of the Governor.

Per Section [339.2825](#), F.S., the department is required to seek approval from the Governor, the chair of each legislative appropriation committee, the President of the Senate or the Speaker of the House of Representatives prior to starting procurement of the project.

A P3 is a contractual agreement between public and private sector partners which allows more private sector participation than is traditional. The private sector may design, construct, finance, operate, maintain, renovate and/or manage a facility or system.

If over \$500 million, a P3 project is considered a Major Project and will require a financial plan. The initial financial plan described in Part IV-Chapter 3 Section C will need to be approved prior to federal authorization and annual updates will be required until FHWA determines they are no longer needed.

Please refer to the P3 Handbook on the OOC – P3 SharePoint site for additional details regarding initial feasibility analysis, procurement process information and ongoing project monitoring.

### **2. PROJECT ADVANCEMENT**

#### **a. Design-Build Finance (DBF)**

Design-build finance involves the advancement of a project or group of projects currently programmed within the five-year adopted work program or advancement of a project or group of projects that would increase transportation capacity and are currently programmed within the 10-year SIS plan with an estimated cost greater than \$500 million. A contractor will build the project now and receive reimbursement with funds programmed in the future. Payments to the contractor will be established in the design-build finance contract document based on a cash flow ("cash availability schedule") prepared by the OOC- Cash Forecast Section. A cash availability schedule is based on the typical payout schedule based on the program plan category of the project and on the year the funds are programmed.

Once a cash flow has been issued by the OOC-Cash Forecast Section for a design-build finance project, no programming changes may be made on the project without approval from the manager of the Work Program Development and Operations Office. This approval will not be granted until the OOC has concurred with the changes. This is necessary to ensure there are no financial impacts as a result of the changes.

**b. Programming Guidelines**

- Project(s) must already be included in the five-year adopted work program or, if greater than \$500 million, be included in the 10-year strategic intermodal system plan.
- If more than one project is to be included in the contract, the projects need to be combined under one item segment number
- Funds may be shifted between phases, but the overall total for each fiscal year must remain the same.
- Budget is needed in the years the funds are programmed, i.e., the full amount of the contract is not needed in the year the project contract is executed.
- A decision on how CEI is to be contracted, either as part of the design-build finance contract or separately will need to be made. No change in the years of funding currently programmed may be made without prior approval from the OWPB and the OOC.
- All approved design-build finance projects once deemed financially feasible from a department-wide perspective are to be tagged with the item group identifier P3.

Example: Three projects currently programmed in the five-year adopted work program are to be let together as one design-build finance contract. Current programming is as follows:

<u>ITEM</u>	<u>SEGMENT</u>	<u>SEQUENCE</u>	<u>PHASE</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
123456	1	01	52	DI	\$32,000,000	2018
123456	2	01	32	DI	\$5,000,000	2019
123456	2	02	52	DI	\$50,000,000	2021
123456	3	01	32	DI	\$8,000,000	2018
123456	3	02	52	DI	\$70,000,000	2020

The total amounts programmed per year are:

FISCAL YEAR	AMOUNT
2018	\$40,000,000
2019	\$5,000,000

2020	\$70,000,000
2021	\$50,000,000
TOTAL	\$165,000,000

In this example, a new item segment would be established for the design-build finance project. The funding amount per year may not change from that in the adopted work program without approval by the OWPB and the OOC. Programming might be as follows:

<u>ITEM</u>	<u>SEGMENT</u>	<u>SEQUENCE</u>	<u>PHASE</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>FISCAL YEAR</u>
123456	4	01	52	DI	\$40,000,000	2018
123456	4	02	52	DI	\$5,000,000	2019
123456	4	03	52	DI	\$70,000,000	2020
123456	4	04	52	DI	\$50,000,000	2021

The example provided is very simple as a means to demonstrate the instructions. The programming of actual design-build finance contracts will not typically be this straightforward. Contact the Office of Work Program Development and Operations for assistance.

No change in the cash availability schedule may be made without prior approval from the OWPB.

**c. Design-Build Finance Contractor Fund Advance**

Design-build finance contractor fund advance involves the advancement of a project or group of projects currently programmed within the five-year adopted work program or advancement of a project or group of projects that would increase transportation capacity and are currently programmed within the 10-year SIS plan. A contractor will pay the entire amount and build the project now and receive reimbursement with funds programmed in the future. This method should be used when there is no funding programmed in the year of contract award. Payments to the contractor will be established in the design-build finance contract document based on a cash flow (“cash availability schedule”) prepared by the OOC- Cash Forecast Section. A cash availability schedule is based on the typical payout schedule based on the program plan category of the project and on the year the funds are programmed.

Once a cash flow has been issued by the OOC-Cash Forecast Section for a design-build finance project, no programming changes may be made on the project without approval from the manager of the Work Program Development and Operations Office. This approval will not be granted until the OOC has concurred with the changes. This is necessary to ensure there are no financial impacts as a result of the changes.

**d. Programming Guidelines**

- The phase 52 will be programmed with the fund code CFA (Contractor Fund Advance) as an allocation type 4 (non-budgeted)
- The phase 5D (Construction Repayment) will be programmed in the future years of reimbursement as allocation type 1 (budgeted)
- All approved design-build finance contractor fund advance projects once deemed financially feasible from a department-wide perspective are to be tagged with the item group identifier P3.

**e. Design Build Finance Operate Maintain (DBFOM)**

Design Build Finance Operate Maintain (DBFOM) involves the advancement of a project or group of projects currently programmed within the five-year adopted work program or advancement of a project or group of projects that would increase transportation capacity and are currently programmed within the 10-year SIS plan with an estimated cost greater than \$500 million. The concessionaire will be responsible for not only building, but also operating and maintaining the project throughout the life of the contract. These terms are generally much longer, typically around 35 to 40 years. The concessionaire is paid through the following methods: periodic, milestone, final acceptance, and availability payments.

For more information related to DBFOM projects please see the P3 SharePoint site or contact the Project Finance Office.

**3. NEW PROJECTS**

**a. Greenfield Projects**

Greenfield projects are new projects (projects not currently funded in the adopted work program) being produced through the department partnering with the private sector. It is a risk sharing approach to construction and long term operation. Such projects may involve a new transportation facility or the adding of capacity to an existing transportation facility. Contact OOC-Project Finance to discuss.

**b. Programming Guidelines**

- Each new project is anticipated to be unique in its funding requirements. Long term projects with payments based on “availability” of the facility to the public, “availability payment” projects. It is anticipated that there will be several funding sources for the availability payments and these sources will vary by project. Toll concession type projects, where the contractor is taking the toll revenue risk will follow a different set of programming guidelines than availability payment projects. Contact the Work Program Development and Operations Office and OOC-Project Finance for assistance in programming these types of projects.



- Any approved joint public-private partnership project shall be tagged with the item group identifier P3.

#### **4. LEASING EXISTING TOLL FACILITIES**

With the exception of the Florida Turnpike System, the department may lease existing toll facilities through P3s. Each lease under joint public private development is anticipated to be unique based upon the specific circumstances and facility involved. Contact the Work Program Development and Operations Office for assistance in programming these type projects.

### **F. FLORIDA DEPARTMENT OF TRANSPORTATION FINANCING CORPORATION**

#### **1. OVERVIEW**

The Florida Legislature enacted Section 339.0809, F.S., which created as a nonprofit corporation, the Florida Department of Transportation Financing Corporation (TFC), for the purpose of financing or refinancing transportation projects on behalf of the Department. The TFC is governed by a board of directors consisting of the director of the Office of Policy and Budget within the Executive Office of the Governor, the director of the Division of Bond Finance, and the Secretary of Transportation.

The Department may enter into service contracts with the TFC in connection with projects approved in the Department's Work Program and each service contract may have a term of up to 35 years. The TFC may issue and incur notes, bonds, certificates of indebtedness, and other obligation or evidences of indebtedness. Indebtedness of the corporation does not constitute a debt or obligation of the state or a pledge of the full faith and credit or taxing power of the state. Payment of obligations to the TFC are payable solely from amounts available in the State Transportation Trust Fund, subject to annual appropriation.

#### **2. PROGRAMMING GUIDELINES**

- Project phases must be approved prior to programming.
- Projects will be programmed using the FINC fund code.
- FINC must only be used on the following work phase:
  - Preliminary Engineering
  - Construction
  - CEI
  - Environmental
- The District will work with the Office of Work Program & Budget and the Project Finance Office to determine the amount per phase and per year.
- Service payments for debt repayment should be programmed on a separate item segment, using a phase A8, program number 85.

- For toll lanes, the debt repayment will be programmed using the DSBX fund code specific to the toll facility. If the project has both toll and general use lanes, the repayment will be programmed using DSBX for the tolled portion and the appropriate statewide fund code will be used for the general use lanes portion of the project.

Please see the TFC SharePoint site or contact the Project Finance Office for more information.

## **G. REFERENCES**

Section [337.11](#), F.S.

Section [337.025](#), F.S.

Section [334.30](#), F.S.

Section [339.2825](#), F.S.

Section [339.0809](#), F.S.

[P3 Handbook](#)

[TFC SharePoint](#)

Procedure [625-020-010](#), Design-build Procurement and Administration

Procedure [350-020-200](#), Contract Funds Management Funds Approval

Procedure [375-030-002](#), Acquisition of Professional Services

Procedure 575-000-000, [Chapter 10.9](#), Joint Public/Private Development of Right of Way

FDOT employees can access the program plan crosswalk by using the following link:

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>

## **PART III - CHAPTER 34: STATE INFRASTRUCTURE BANK**

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## **PART III - CHAPTER 34: STATE INFRASTRUCTURE BANK**

### **A. OVERVIEW**

The State Infrastructure Bank (SIB) is a revolving loan and credit enhancement program consisting of two separate accounts and is used to leverage funds to improve project feasibility. The SIB can provide loans and other assistance to public or private entities carrying out or proposing to carry out projects eligible for assistance under federal and state law. The SIB cannot provide assistance in the form of a grant.

The federally-funded account is capitalized with federal money matched with state money as required by law under the [Transportation Equity Act for the 21st Century \(TEA-21\)](#). All repayments are repaid to the federally-funded SIB account and revolved for future loans. Projects must be eligible for assistance under [Title 23, United States Code \(USC\)](#) or capital projects as defined in [Section 5302](#) of [Title 49 USC](#). Projects must be included in the adopted comprehensive plans of the applicable metropolitan planning organization (MPO) and must conform to all federal and state laws, rules, and standards.

The state-funded account is capitalized by state money and bond proceeds per Sections [339.55](#), Florida Statutes and [215.617](#), F.S. All repayments are paid to the State Board of Administration where debt service is covered on any outstanding bonds with the remainder returned to the state-funded account and revolved for future loans. Projects must be on the state highway system or provide increased mobility on the state's transportation system, or provide intermodal connectivity with airports, seaports, rail facilities and other transportation terminals, pursuant to [Section 341.053, F.S.](#), for the movement of people and goods. Projects must be consistent, to the maximum extent feasible, with local MPO and local government comprehensive plans and must conform to policies and procedures within applicable Florida Statutes and other appropriate state standards for the transportation system.

The state-funded account allows for the lending of capital costs or to provide credit enhancements for emergency loans for damages incurred on public-use commercial deepwater seaports, public-use airports, and other public-use transit and intermodal facilities that are within an area that is part of an official state declaration of emergency per Chapter [252](#), F.S. and other applicable laws. Also see Part IV, Federal Aid Programs, SIB section of these instructions.

### **B. PROGRAMMING GUIDELINES**

SIB funds do not inflate regardless of phase. The loan amount will reflect the present day cost.

#### **1. CAPITALIZATION OF THE SIB**

This represents the transfer of funds (either state or federal) to the SIB escrow accounts for eventual lending to SIB projects. This programming will be coordinated through the SIB Program Manager with assistance by the Work Program Development and Operations Office.

- **State-funded SIB account**
  - Phase – A8

- Program Number – 69
- Fund Code – D
- Allocation Type – 1
- Fiscal Year - Cost estimate in the year(s) the funding is to be transferred to the state SIB capitalization escrow account for the amount of the transfer.
- **Federally-funded SIB account**
  - Phase – A8
  - Program Number – 69
  - ⊖ Fund Code – S99A
  - ⊖ Allocation Type – 1
  - Fiscal Year - Cost estimate in the year(s) the funding is to be transferred to the federal SIB escrow account for the amount of the transfer
- **Emergency state-funded SIB account**
  - Phase – A8
  - Program Number – 69
  - Fund Code – D
  - Allocation Type – 1
  - Fiscal Year – Cost estimate in the year(s) the funding is to be transferred to the emergency SIB escrow account for the amount of the transfer.

Example: To program the capitalization of the state-funded SIB, use phase A8 with program number 69, fund code D and allocation type 1.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
A8	01	69	D	\$1,500,000	1	20XX

## **2. STATE-FUNDED SIB LOANS**

### **a. Programming the loan**

The loan is programmed for the tentative award amount. SIB loans to the district offices (internal loans) or to the Florida Turnpike Enterprise (turnpike enterprise) are to be programmed by the managing district. All other loans to local governmental or private entities are to be programmed by the SIB Program Manager with assistance from the Work Program

Development and Operations Office. In either case, no adjustments to programmed SIB amounts may be made without prior approval of the SIB Program Manager.

For right of way phases, if the final right of way estimate is lower than the programmed estimate, the programmed estimate will be adjusted down to the final right of way estimate at the right of way certification stage of the project. Then the SIB loan and the repayment will be reduced to match the final cost. If the final right of way estimate is higher than the programmed estimate, the SIB loan cannot be increased beyond the agreement’s amount. The difference must be covered by another fund, or another SIB loan may be applied for during the next annual cycle. Supplemental agreements to increase funding will be reviewed on a case-by-case basis.

**b. Loans to district offices or turnpike enterprise on individual projects**

- Phase – program standard phase of work the loan is funding (e.g., phase 52 if for construction)
- Program Number – appropriate for the type of work
- Fund Code – SIB1
- Allocation Type – 1
- Item Group Identifier – SIBS (cash funded), SIBB (bond funded) or SIBC (State Transportation Trust Fund (STTF) capitalization funded) – use multiple identifiers as appropriate. The SIB program manager will identify the appropriate item group for each SIB loan.
- Description – The description field in the Item Segment Definition (WP01) screen should state SIB loan to \_\_\_\_\_
- Fiscal Year- cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount.

Example: To program construction on SR 500/US 192, use phase 52 with program number 02, fund code SIB1, allocation type 1, and group identifier SIBC.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	02	SIB1	\$10,000,000	1	20XX

**c. Loans to public or private entities on individual projects**

When the loan is to a public or private entity and the project will not be managed by a district, the SIB program manager will be responsible for programming the primary phase on a separate financial project and the managing and budgeting district will be 15 (central office, statewide SIB management).

- Phase – program phase X4 for the type of work the loan is funding

- Program Number – appropriate for the type of work for which the loan proceeds are being used
- Fund Code – SIB1
- Allocation Type – 1
- Item Group Identifier – SIBS (cash funded), SIBB (bond funded) or SIBC (STTF capitalization funded) – use multiple identifiers as appropriate. The SIB program manager will identify the appropriate item group for each SIB loan.
- Description – the description field in the WP01 screen should state SIB loan to \_\_\_\_\_
- Fiscal Year – cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount.

**d. Loans to public or private entities when the department is the contractor**

In addition to the above, the following needs to be considered: If any portion of the loan amount is used to contract with the department, the following should be done:

- Budgeting district will be changed to the district where the work will be done.
- SIB funds on the separate financial project will be reflected in the primary construction contract document.

**e. Programming the repayment of the loan**

This represents the actual amount of reimbursement to the SIB including any applicable interest. Repayments are to be programmed in accordance with the loan agreement executed between the Department and the recipient of the SIB loan. SIB loans are programmed in the work program at the end of the SIB award cycle; however, the repayment phases may not be programmed until a loan agreement has been executed.

SIB loan agreements are executed for specific transportation improvements and may include more than one financial project. When programming the repayment of the entire loan agreement, there is an option to program it on **one** financial project within that agreement rather than on each item. Items programmed by this method will reference the location of the repayment on the WP01 screen. This programming will be done by the Work Program Development and Operations Office per guidance from the SIB Program Manager.

**f. Repayment from district offices or turnpike enterprise (other work program fund - not local funds)**

- Phase – A8
- Program Number – SB

- Fund Code – state or federal – all federal must be advanced construction (AC) – ACXX
- Allocation Type – 1
- Fiscal Year – cost estimate should be programmed in the year in which the loan repayments are to be made. If repayments are modified from the executed SIB loan agreement, cost estimates should be modified to reflect the most current repayment schedule provided by the SIB Program Manager.

**g. Repayment from public or private entities (local funds)**

Tracked by the SIB Program Manager - not programmed in the Financial Management (FM) System.

**h. AC conversions (federal funds)**

- Program the regular federal fund estimate in the same year(s) as the ACXX fund.
- Phase – A8
- Program Number – 52
- Fund Code – regular federal fund that will match the associated ACXX phase programmed on the project
- Allocation Type – 1

Example: To program the repayment of the SIB loan for adding lanes on US 41, use phase A8 with program number SB, fund code ACSU, and allocation type 1.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
A8	01	SB	ACSU	\$6,741,000	1	20XX
A8	01	52	SU	\$6,741,000	1	20XX

Note: All repayments programmed in the FM system with Federal Highway Administration (FHWA) funds must be authorized in FAMS for the total of all future loan repayments before any loan proceeds are disbursed.

**3. FEDERALLY FUNDED SIB LOANS**

**a. Programming the loan**

This represents the actual amount of the loan awarded. SIB loans to the district offices or turnpike enterprise are to be programmed by the managing district. All other loans to local governmental entities or private entities are to be programmed by the SIB Program Manager with assistance from the Work Program Development and Operations Office. In either case, no adjustments to programmed SIB amounts may be made without prior approval of the SIB Program Manager. When SIB funds are used for right of way phases, any excess funds



programmed above the estimate will be adjusted down to the estimate at the right of way certification stage of the project (PSM A/E #255).

**b. Loans to district offices or turnpike enterprise on individual projects**

- Phase – program standard phase of work the loan is funding (e.g., phase 52 if for construction)
- Program Number – appropriate for the type of work for which the loan proceeds are being used
- Fund Code – SIBF
- Allocation Type – 1
- Item Group Identifier – SIBF
- Fiscal Year – cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount.

**c. Loans to public or private entities on individual projects**

When the loan is to a public or private entity and the project will not be managed by a district, the SIB Program Manager will be responsible for programming the primary phase on a separate financial project and the managing and budgeting district will be 15 (central office, statewide SIB management).

- Phase – program phase X4 for the type of work the loan is funding
- Program Number – appropriate for the type of work for which the loan proceeds are being used
- Fund Code – SIBF
- Allocation Type – 1
- Item Group Identifier – SIBF
- Description – the description field in the WP01 screen should state SIB loan to\_\_\_\_\_
- Fiscal Year – cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount

Example: To program construction for the Lee transit facility, use phase 54 with program no. 20, fund code SIBF, allocation type 1, and item group identifier SIBF.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
54	01	20	SIBF	\$3,000,000	1	20XX

**d. Loans to public or private entities when the department is the contractor**

In addition to the above, the following needs to be considered:

If any portion of the loan amount is used to contract with the department, the following should be done:

- Budgeting district will be changed to the district where the work will be done.
- SIB funds on the separate financial project will be reflected in the primary construction contract document.

**e. Programming the repayment of the loan**

This represents the actual amount of reimbursement to the SIB including any applicable interest. Repayments are to be programmed in accordance with the loan agreement executed between the department and the recipient of the SIB loan. SIB loans are programmed in the work program at the end of the SIB award cycle; however, the repayment phases may not be programmed until a loan agreement has been executed.

SIB loan agreements are executed for specific transportation improvements and may include more than one financial project. When programming the repayment of the entire loan agreement, there is an option to program it on **one** financial project within that agreement rather than on each item. Items programmed by this method will reference the location of the repayment on the WPO1 screen. This programming will be done by the Work Program Development and Operations Office staff per guidance from the SIB program manager.

**f. Repayment from district offices or turnpike enterprise (other work program fund not local funds)**

- Phase – A8
- Program Number – 61
- Allocation Type – 1
- Fiscal Year – cost estimate should be programmed in the year(s) in which the loan repayments are to be made.
- If repayments are modified from the executed SIB loan agreement, cost estimates should be modified to reflect the most current repayment schedule provided by the SIB program manager.

**g. Repayment from public or private entities (local funds)**

Tracked by the SIB Program Manager - not programmed in the FM system.

**h. AC conversions for federal funds**

Program the regular federal fund estimate in the same year(s) as the ACXX fund.

- Phase – A8
- Program Number – 52
- Fund Code – regular federal fund that will match the associated ACXX phase programmed on the project
- Allocation Type – 1

Example: To program the repayment for the SIB loan for adding lanes on US 17, use phase A8 with program 61, fund code ACSN, and allocation type 1.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
A8	01	61	ACSN	\$2,000,000	1	20XX
A8	01	52	SN	\$2,000,000	1	20XX

Notes: All repayments programmed in the FM system with FHWA funds must be authorized in FAMS for the total of all future loan repayments before any loan proceeds are disbursed.

If the reimbursement is funded with ACNP or ACBR, an estimate for conversion should not be programmed.

**4. SIB LOAN TRANSFERS TO TURNPIKE ENTERPRISE**

SIB loan transfers to turnpike enterprise are required when the SIB loan is used to cover debt service subsidies only (e.g. interest payments).

- Programming the loan transfer between escrow accounts
  - Phase – A8
  - Program Number – 75
  - Fund Code – SIB1
  - Allocation Type – 6
  - Sequence – use sequence 1
- Programming the repayment back to STTF
  - Phase – A8
  - Program Number – 61 (for federal-funded SIB) or SB (for state funded SIB)
  - Fund Code – use appropriate turnpike enterprise work program fund codes

- Allocation Type – 1
- Sequence – use different sequence than the loan (sequence 2)

## **C. REFERENCES**

SIB website: <https://www.fdot.gov/comptroller/pfo/sib.shtm>

Section [215.617](#), F.S.

Section [339.2819](#), F.S.

Section [339.55](#), F.S.

Section [341.053](#), F.S.

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## PART III - CHAPTER 35: STRATEGIC INTERMODAL SYSTEM

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## **PART III - CHAPTER 35: STRATEGIC INTERMODAL SYSTEM**

### **A. STRATEGIC INTERMODAL SYSTEM**

#### **1. OVERVIEW**

The strategic intermodal system (SIS) is a fundamental shift in the way Florida views the development of and makes investments in its transportation system. The SIS is composed of transportation facilities and services of statewide and interregional significance. It represents an effort to link Florida's transportation policies and investments to the state's economic development strategy, in keeping with the Governor's strategic vision of diversifying Florida's economy. Development of the SIS focuses on complete end-to-end trips, rather than individual modes or facilities.

The SIS will play a key role in redefining roles and responsibilities in the planning and managing of Florida's transportation system where the state is focused on statewide and interregional transportation service. Strengthened regional partnerships provide a structure for identifying and implementing regional priorities. See the Investment Policy section of these instructions, for more information on the Florida Department of Transportation's (department's) investment policy related to this role.

The SIS and emerging SIS include multiple types of facilities, each of which form a component of an interconnected transportation system:

- Hubs - ports and terminals that move goods or people between Florida regions or between Florida and other markets in the United States and the rest of the world;
- Corridors - highways, rail lines, inter-county urban fixed guideway transit, and waterways that connect major markets within Florida or between Florida and other states or nations;
- Connectors - highways, rail lines or waterways that connect hubs and corridors;
- Military Access Facilities - strategic highway network and strategic railway network facilities serving the main entrances of US Department of Defense military installations; and,
- Intermodal Logistic Centers (ILC) - Section [339.63\(5\)](#), Florida Statute, states a planned ILC may be designated as part of the SIS upon the request of the facility if it meets criteria and thresholds established by the department and meets the definition of ILC (identified in Section [311.101\(2\)](#), F.S.), and has been designated in a local comprehensive plan or development order as an ILC or an equivalent planning term. The department currently is in the process of developing criteria and thresholds for ILCs.

Hubs and corridors that comprise the SIS and emerging SIS were designated based on criteria and thresholds established by a 41-member steering committee in 2002, and adopted by the Legislature and Governor in 2003. Section [339.63](#), F.S., authorizes the Secretary of Transportation to periodically add facilities to, or delete facilities from, the SIS or emerging SIS based on adopted criteria. These changes reflect the availability of new data showing particular hubs or corridors now meet (or do not meet) the adopted criteria and thresholds; more precise measurements of the total

driving distance between SIS hubs and emerging SIS hubs along SIS/emerging SIS corridors and connectors; and other technical corrections and updates to the steering committee’s analysis. Maps and lists of designated hubs and corridors can be found on the Systems Implementation Office Website at:

<http://www.fdot.gov/planning/systems/documents/brochures/default.shtm#documents>

The department and its partners also identified intermodal connectors between SIS and emerging SIS hubs and SIS corridors. The function of the connectors is to provide efficient, reliable, direct access between SIS and emerging SIS hubs and the nearest or most appropriate SIS corridor. The connectors, which were adopted by the Secretary, were identified using factors including the frequency of use for interregional passengers or freight; the length of each potential connector; and, the ability to provide high-speed, high-capacity, and limited access service. Maps and lists of designated connectors can also be found on the Systems Implementation Website at:

<http://www.fdot.gov/planning/systems/documents/brochures/default.shtm#documents>

Section [339.61](#), F.S. made facilities and services designated on the SIS and emerging SIS eligible for funding from the State Transportation Trust Fund (STTF), regardless of which entity owns the facility. The legislation also established funding sources and minimum funding levels for the SIS.

The system shall consist of appropriate components of:

- The national highway system (NHS);
- Airport, seaport, and spaceport facilities;
- Rail lines and rail facilities; and,
- Selected intermodal facilities; passenger and freight terminals; and appropriate components of the state highway system (SHS), county road system, city street system, inland waterways, and local public transit systems that serve as existing or planned connectors between the components listed above.

Section [339.135](#), F.S. requires the allocation of at least 50% of any new discretionary highway capacity funds to the SIS. The department has established a policy that 75% of all transportation capacity funds will be allocated to the SIS, with the exception of funds allocated for the transit program and surface transportation program funds attributable to areas with populations over 200,000 (SU funds).

The department, in cooperation with the Transportation Commission and other partners, developed a strategic intermodal system plan pursuant to Section [339.155](#), F.S. This plan includes a needs assessment, a project prioritization process, a map of SIS facilities and facilities that are emerging in importance that are likely to become a part of the system in the future, and a financial plan based on reasonable projections of anticipated revenues.

## **2. PARTNER MATCH REQUIREMENTS FOR SIS**

The matching policy for SIS, emerging SIS and SIS growth management is as follows:

- 100 percent state contribution for SIS roadway and roadway connectors.
- 75 percent state and 25 percent non-state for SIS non-roadway connectors.
- 50 percent state and 50 percent non-state for hub capacity improvements.

In implementing this policy for non-roadway projects, the statutorily mandated provisions for matching requirements for each mode are applied.

Please see the specific section for each mode for more detail on matching requirements. This information can be found in the Strategic Intermodal System Work Program Funding section of the SIS Handbook at:

[http://www.fdot.gov/planning/systems/programs/mspi/pdf/SIS\\_Handbook\\_2016\\_revised.pdf](http://www.fdot.gov/planning/systems/programs/mspi/pdf/SIS_Handbook_2016_revised.pdf)

### **3. SIS GROWTH MANAGEMENT PROJECT SELECTION CRITERIA**

The 2005 Legislature amended Section [201.15](#), F.S. to provide additional funding for the strategic intermodal system. Projects are identified and prioritized for funding based on the following criteria:

- SIS Objectives:
  - Interregional Connectivity: Ensure the efficiency and reliability of multimodal transportation connectivity between Florida’s economic regions and between Florida and other states and nations.
  - Intermodal Connectivity: Expand transportation choices and integrate modes for interregional trips.
  - Economic Development: Provide transportation systems to support Florida as a global hub for trade, tourism, talent, innovation, business, and investment.
- Florida Transportation Plan (FTP) Goals Specifically Guiding the SIS Objectives:
  - The FTP sets a goal of efficient and reliable mobility for people and freight. The corresponding SIS objective is to ensure the efficiency and reliability of multimodal transportation connectivity between Florida’s economic regions and between Florida and other states and nations. This objective recognizes the focus of the SIS on interregional, interstate, and international travel. Key approaches include maximizing use of the existing system, expanding capacity to meet market demands, applying innovation, and coordinating decisions to ensure the entire system is efficient and reliable.
  - The FTP sets a goal of more transportation choices for people and freight. The corresponding SIS objective is to expand transportation choices and integrate modes for interregional trips. This objective recognizes the need to provide more options to Florida’s residents, visitors, and businesses for interregional travel and transport, including better integration of these options to support complete end-to-end trips and to facilitate efficient transfers of people and freight between transportation modes.



- The FTP sets a goal of transportation solutions that support Florida’s global economic competitiveness. The corresponding SIS objective is to provide transportation systems to support Florida as a global hub for trade, tourism, talent, innovation, business, and investment. Transportation connectivity is a critical element in becoming a global hub. A key approach is to align resources and investments to support statewide or regional economic development opportunities.
- Addresses growth management reforms:
  - Consistent with adopted local government comprehensive plans.
  - Identified as a backlog facility.
  - Supports mobility within a designated infill area, redevelopment and revitalization areas, and multimodal districts.
  - Provide improved alternatives for moving goods.
- Promotes collocation.
- Public/public or public/private match.
- Programming criteria:
  - Production readiness.
  - Reserve for contingencies.
  - Cost overruns for existing tentative work program projects are not eligible.

#### **4. WHEELS ON ROAD TAG AND TITLE FEE REVENUES**

In 2015, the Florida Legislature passed SB 2514-A, amending Section [320.072](#), F.S. increasing the distribution of revenues generated by certain motor vehicle registration transactions. Per the new legislation, “Wheels on Road” revenues will be deposited into the State Transportation Trust Fund (STTF) for use by the department. These revenues shall be used under the newly established fund code SIWR.

## **B. TEN YEAR PLAN (SIS)**

### **1. OVERVIEW**

The Ten Year Plan consists of the current adopted work program plus five years of capacity improvement projects defined in the Work Program Administration system. With the development of the tentative work program, the sixth fiscal year of the Ten Year Plan becomes the new fifth year of the tentative work program. The update of the Ten Year Plan then defines the new tenth year and determines the highest priority use of statewide managed resources added to the SIS.

Working with the districts, modal managers, and the Work Program Development and Operations Office, the Systems Implementation Office defines candidate projects for addition to the Ten Year

Plan. Projects will be defined from the Cost Feasible Plan. Candidate projects for addition to the Ten Year Plan will then be identified by the Districts and submitted to Central Office for review and selection. Following review with the Assistant Secretaries, a draft updated Ten Year Plan will be reviewed with the districts.

Key steps are as follows:

- The Work Program Development and Operations Office will update program funding levels through the tenth year of the tentative work program based on Schedule A. In coordination with the metropolitan planning organizations (MPOs) and local governments, some districts have been successful in obtaining funding commitments for the SIS program. Districts need to confirm the amount and year of these commitments, and advise the appropriate modal manager, work program development and operations manager, and the Systems Implementation Office. Based on the current approved Ten Year Plan and the Cost Feasible Plan, the Systems Implementation Office will propose an update to the Ten Year Plan balanced against the updated statewide SIS program allocations.
- Districts should review cost estimates and schedules, placing emphasis on the current year plus the five years of the tentative timeframe. The districts should then review the same parameters for the 2<sup>nd</sup> five year timeframe. Any adjustments should be identified to the work program development and operations manager to review and include in the Ten Year Plan.
- All projects that are on SIS facilities shall be coded with the appropriate item group identifier: SIS for mainline SIS facility, SISE for emerging SIS facility, SISC for a SIS connector, SISP for SIS planned add, SISEN for SIS non-designated. The Office of Work Program and Budget will tag all SIS item group identifiers.
- The proposed update to the current Ten Year Plan will be prepared by the Systems Implementation Office and distributed to the Assistant Secretaries and districts for review. For assistance in identifying SIS facilities, please contact the SIS section of the Systems Implementation Office or your district SIS coordinator or Modal Manager.
- Following receipt and resolution of district comments, the proposed updated Ten Year Plan will be reviewed with the modal managers, the Office of Work Program and Budget and the Assistant Secretaries. The work program development and operations manager will finalize statewide balancing actions consistent with guidance received from the Assistant Secretaries.
- Following review and approval by the Assistant Secretaries, the updated Ten Year Plan will be mapped by the Systems Implementation Office and provided to the districts.

## **2. PROGRAMMING GUIDELINES**

- SIS projects will be programmed with statewide SIS funds (ACNP, BNIR, DI, DIS) and district allocated funds.
- SIS projects programmed with growth management funds will use the GMR fund code.
- SIS projects programmed with “wheels on road funds” will use the SIWR fund code.

- State funds may be used to fund a project on a county/city road if that road has been designated as a SIS connector. This designation must be made by central office Systems Implementation Office through the established process.
- Transportation system: Use Appendix D of these instructions for the appropriate transportation system.
- Phase and program number: Use the Program Plan/Work Program/Budget Crosswalk link in References section of this chapter for the appropriate phase and program number combinations.
- Work mix: Use Appendix D of these instructions for the capacity work mix as applicable.
- Section [339.61](#), F.S. allocated \$60 million for the SIS. The DIS fund code will be used to track this specific funding with the appropriate program numbers.

The following instructions apply to projects programmed with the DIS fund code:

- Eligible projects on designated SIS hubs, corridors and connectors.
- The eligibility of projects on SIS and emerging SIS hubs and terminals will be determined following the Capacity Funding Eligibility Matrix for SIS Facilities guidelines provided to the districts by the Systems Implementation Office and shown in the following link:
- [https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/planning/systems/sis-funding-guidance.pdf?sfvrsn=30aa2d1c\\_2](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/planning/systems/sis-funding-guidance.pdf?sfvrsn=30aa2d1c_2)In order to properly identify all SIS and emerging SIS projects, use the following item group identifiers:
  - SIS** A strategic intermodal system project which may include hubs, corridors, or intermodal connectors.
  - SISE** An emerging corridor project which may include hubs, corridors, or intermodal connectors.
  - SISC** A strategic intermodal project defined as a connector.
  - SISP** SIS planned add
  - SISN** Strategic intermodal project defined as not yet designated.
- How Item groups are used:
  - SIS** Used to identify projects on the strategic intermodal system.
  - SISE** Used to identify projects that are emerging corridor, hub or terminal on the strategic intermodal system.
  - SISC** Used to identify a SIS connector.

- SISP** Used to indicate a SIS facility that has an official Record of Decision (ROD) and will be added to the SIS. Funding beyond preliminary engineering (PE) may be used for a SIS planned add project.
- SISN** Used on all projects that are not designated SIS. They are currently not on the SIS, or are considered proposed SIS and may become SIS designated. This item group identifier will be used alone. For these projects, SIS funding can only be used for planning and/or PD&E (project development and environmental) phases prior to becoming SIS designated.

\*The Office of Work Program and Budget will tag all SIS item group identifiers.

## **C. SIS HIGHWAY CORRIDORS**

### **1. OVERVIEW**

The department shall plan and develop SIS highway corridors, including limited and controlled access facilities, allowing for high-speed and high-volume traffic movements within the state. The primary function of the corridors is to provide such traffic moments. Access to abutting land is subordinate to this function, and such access must be prohibited or highly regulated.

- SIS highway corridors shall be developed pursuant to Section [339.65](#), F.S. and shall include facilities from the following components of the SHS that meet the criteria adopted by the department, pursuant to Section [339.63](#), F.S.:
  - An interstate or high capacity tolled facility; OR
  - A limited access facility (access level 1) with a SIS facility or limited access facility (access level 1) at each end; OR
  - An NHS facility that connects to an urbanized area outside of Florida that is not already served by a SIS facility; OR
  - A controlled access facility (access level 2 or 3) connecting two or more urbanized areas with a SIS facility at each end; OR
  - A controlled access facility (access level 2 or 3) connecting two or more urbanized areas with a SIS facility at each end.
- Projects to be constructed as part of the SIS highway corridor shall be included in the department’s adopted work program.
- Any SIS highway corridor projects that are added to or deleted from the previous adopted work program, or any modification to the SIS highway corridor projects contained in the previous adopted work program, shall be specifically identified and submitted as a separate part of the tentative work program.

## **2. PROGRAMMING GUIDELINES**

Districts may also program any district allocated fund on any SIS capacity improvement project phase.

For projects where the type of capacity work is unknown, create a segment for the PD&E phase. Once the type of capacity work is determined, then create a separate segment with a work mix assigned that depicts the type of capacity accomplished by the project. To program capacity projects, use the work mixes listed as capacity in Appendix D of these instructions.

## **D. INTERSTATE**

### **1. OVERVIEW**

The interstate construction program provides funding for preservation projects, capacity improvements, intelligent transportation systems (ITS) and new or modified interchanges on the interstate system.

The interstate program is developed and managed statewide based on the need for preservation and safety improvements and based on the Ten Year Plan, and as part of the interstate component of the Cost Feasible Plan.

The Chief Engineer is responsible for defining and prioritizing preservation and safety projects. The Assistant Secretary for Intermodal Systems Development is responsible for developing and updating the Cost Feasible Plan and the Ten Year Plan. This is done working jointly with the district planning staff to determine the priority of corridors identified for capacity improvement. Inclusion of corridors for capacity improvement in the Cost Feasible Plan and the Ten Year Plan is determined by the Assistant Secretary for Engineering and Operations and the Assistant Secretary for Finance and Administration. Specific project definition and initial programming consistent with the Cost Feasible Plan and the SIS Ten Year Plan are the responsibilities of the districts. However, because the districts are heavily involved in developing the Ten Year Plan, the major effort for the districts with respect to capacity improvement project programming, should be defining projects for the **new tenth year**. As in prior years, final statewide annual program balancing will be accomplished by the Work Program Development and Operations manager with guidance from the Assistant Secretaries with respect to project priorities.

#### **a. Interstate Program and Project**

- Interstate preservation and safety program - Interstate preservation and safety program projects are defined to include: resurfacing; reconstruction (except capacity); bridge repair and replacement; bridge widening (except lane additions); rest area maintenance and renovations; weigh and weigh-in-motion station maintenance and renovations; other construction such as fencing, landscaping, noise barriers, signing, and lighting; and the preservation and safety components of auxiliary lanes, HOV/special purpose lanes, and interchange modifications.

- Interstate capacity improvement program - The interstate capacity improvement program projects are defined to include: construction of additional lanes; the capacity improvement component of interchange modifications; new interchanges; managed lanes for through traffic, public transit vehicles and other HOVs; bridge replacement that provides increased capacity; and other construction to improve traffic flow, such as ITS, incident management systems, vehicle control and surveillance systems; the preferred alternative defined by an approved multi-modal interstate master plan; weigh-in-motion stations; and new weigh stations and rest areas.
- Safety - Public safety will be addressed by programming funds to correct or improve interstate sections experiencing unusually high accident rates.
- Additional capacity - Funds programmed to provide additional capacity will be consistent with the SIS Cost Feasible Plan and the SIS Ten Year Plan.

## **2. PROGRAMMING GUIDELINES**

- Fund Codes: Districts should use the fund code provided by the Work Program Development Office when initially programming phases.
- Right of way and bridge bond funds (BNIR) have been allocated to the statewide SIS program and will primarily be used for right of way acquisition.
- State funds (DI, DIS, GMR and SIWR) have been allocated to the interstate program and will primarily be used to fund project phases not qualifying for federal participation. All Interstate projects must be developed to meet Federal Highway Authority (FHWA) specifications.
- Phase and Program Number: Use the Program Plan Crosswalk in the References section of this chapter for the appropriate phase and program number combinations.
- Transportation System and Work Mix: Use Appendix D of these instructions for the appropriate transportation system and work mix.

Districts may program preventive maintenance such as joint repair, shoulder repair, bridge, painting/crack sealing/seismic retrofit, pavement patching, or restoration of drainage systems on the interstate system using their available district allocated federal funds, if desired. These activities should be programmed as construction phases, using program number 02. Statewide interstate funds (ACNP, DI, DIS, GMR, SIWR and BNIR) will not be used for preventive maintenance work.

Districts may use their allocated funds for interstate capacity improvement project funding. In addition, districts, local government and MPOs are encouraged to use other eligible federal, state, local and private funds to supplement the interstate work program.

The policy of the department is to program funds for noise abatement as part of a highway construction project. Noise abatement will only be considered for projects on new locations or for capacity expansion projects. Exceptions to this policy may be allowed on a project specific basis if approved by the Secretary and FHWA, for federally funded projects.

When multiple program numbers are used on a financial project, assign a separate financial project sequence for each program number.

When programming resurfacing projects on interstate facilities that are also toll roads use transportation system 01. Currently this is only applicable to three facilities: the Sunshine Skyway (fund code DSB1), the Alligator Alley (fund code DSB2) and I-95 Express (fund code DSBD).

Contingencies and box items - An interstate contingency box may be established in each district (current year only) for the purpose of accommodating supplemental agreements and claims as required depending on fund availability. Each district will be responsible for ensuring these funds and corresponding budget are used exclusively for this purpose. All remaining interstate contingency funds and corresponding budget will be programmed in statewide reserve items and managed on a statewide level. Should the districts require additional funds to cover supplementals or claims, they must submit a written request to the Work Program Development and Operations manager, in the Office of Work Program and Budget, documenting the need.

As a result of the consolidation of budget categories, it is no longer possible to differentiate between budget dedicated for the interstate program from that utilized for other design, construction, resurfacing, etc., purposes in the districts. Accordingly, it is the responsibility of each district to ensure that any fund adjustments made to an interstate funded project within their district are balanced to their budget.

Budget and fund increases - Districts must notify the Statewide Work Program Manager, in the Office of Work Program and Budget, to request additional funding before adjustments are made to interstate projects. Any requests for additional funding or changes in the scope of work, shall be submitted via e-mail to the Statewide Work Program Manager who will accommodate the need from the statewide box, if funding is available. Such requests should include the item number, phase, and funds and budget amount needed for the estimate increase. For districts requesting funding that is more than 50% of the programmed phase cost or greater than \$15,000,000, a justification shall be provided for approval by the SIS team. When additional statewide funds are approved and transferred to the districts, the districts are responsible for initiating budget allotment transfers to support the funds transferred from the statewide reserve box.

Budget and fund decreases - When cost estimates on interstate project phase's decrease as a result of lower bids, the district will box the amount of the decrease in a district contingency box (current year only). The Work Program Development and Operations manager may request the district to transfer the funds and budget made available from the estimate decrease to the statewide reserve to meet statewide SIS priority needs.

Use of AC for the interstate - Schedule A reflects the portion of AC allocated for the statewide funded portion of the SIS program which is included in the ACNP fund allocations. Projects programmed as ACNP will not be captured in the district PAR summaries, thus PAR balances will properly track the district allocations issued in Schedule A.

When programming additional capacity as Managed Lanes, please add the group identifier MGLN.

## **E. FREIGHT CONNECTORS FUNDING PROGRAM**

Commonly referred to as “Operational Quick Fix,” the purpose of this program is to help fund the connections to freight terminals and related facilities. The improvement and enhancement of freight movement is the overall goal. Project identification and programming in the tentative work program will occur annually following the adoption of the work program. Projects may be identified for funding over the five years of the work program, or if necessary, over the 10 years of the SIS plan (work program and 2<sup>nd</sup> 5 Year Plan).

Program Requirements:

- Projects must be on the NHS and/or the SIS.
- Projects must be on a designated NHS intermodal connector serving a SIS airport, seaport, rail freight terminal, truck freight terminal or a designated SIS connector to a SIS airport, seaport, spaceport, rail freight terminal, truck terminal or intermodal logistics center (ILC).
- Projects cost estimates should be under \$5 million.
- Projects can be funded for PD&E, PE, Right-of-Way, or Construction.
- Projects can be funded for capacity improvements and safety improvements including: resurfacing, shoulder work, lighting, signage, pavement markings, turn lanes, intersection improvements, Transportation Systems Management and Operations (TSM&O) Studies, traffic signals, railroad crossings, bridge repair and improvements, intelligent transportation systems, design work and studies. Projects can be funded for design-build or through traditional phasing.

The fund codes ACNP, GMR, DI, DIS, SIWR, BNIR should be used when programming these projects. The group identifiers for SIS, and/or NHS should be used. The group identifier for NHS connectors is NHSC and the group identifier for SIS connectors is SISC. All projects selected for this program should be tagged with the “QFIX” item group identifier as well.

Projects for this funding must be approved by central office Systems Planning prior to programming.

## **F. USE OF DISTRICT ALLOCATED FUNDS ON SIS CAPACITY PROJECTS**

### **1. OVERVIEW**

Section [339.135\(4\)](#), F.S. states: “The department shall allocate at least 50 percent of any new discretionary highway capacity funds to the strategic intermodal system (SIS).” In addition, the department’s executive leadership team established the investment policy to allocate 75 percent of new discretionary capacity to the SIS and 25 percent to Non-SIS. To meet this requirement a portion of district allocated funds must be programmed on SIS capacity projects.

The Ten Year Plan includes projects funded with both statewide managed funds and district allocated funds. For the 2<sup>nd</sup> five years, statewide managed funds are loaded into the tentative work program development cycle file of the work program. Projects funded in the 2<sup>nd</sup> five years with



district allocated funds will also be loaded in the tentative work program development cycle (G1) file of the work program. SIS projects funded with district allocated funds loaded in the G1 file will be consistent with those identified in the approved Cost Feasible Plan and Ten Year Plan.

## **2. PROGRAMMING GUIDELINES**

- Programming district allocated funds in the 2<sup>nd</sup> five years should only address capacity projects on the SIS. This would not include resurfacing, rest areas, safety, or weigh station projects.
- Fund Codes: Districts should program district allocated funds on planned SIS capacity projects in the candidate file. They should be programmed on approved SIS Cost Feasible Plan projects in the 2<sup>nd</sup> five years of the work program. Support costs for district funded SIS project phases must also be funded with district allocated funds.
- Phase and Program Number: Use the Program Plan Crosswalk in the references section of this chapter for the appropriate phase and program number combinations.
- Transportation System and Work Mix: Use Appendix D of these instructions for the appropriate transportation system and work mix.

Item Group Identifier: When programming SIS projects the appropriate item group identifier should be used: SIS for a mainline SIS facility; SISE for an emerging SIS facility; or SISC for a SIS connector, SISP for SIS planned add, and SISR for SIS non-designated. The SIS item group identifiers will be tagged by the Office of Work Program and Budget. For assistance in identifying SIS facilities, please refer to the department's SIS Atlas at:

[http://www.fdot.gov/planning/systems/programs/mspi/pdf/SIS\\_Atlas.pdf](http://www.fdot.gov/planning/systems/programs/mspi/pdf/SIS_Atlas.pdf)

## **G. TURNPIKE ENTERPRISE**

### **1. OVERVIEW**

The Florida Turnpike Enterprise (turnpike enterprise) includes only those expansion projects in the tentative work program approved by the legislature. Candidate expansion projects must conform to the turnpike enterprise master plan and be added to the SIS prior to seeking approval from the legislature. Expansion projects must be economically feasible consistent to the maximum extent feasible with Local Government Comprehensive Plans, and reviewed by Department of Environmental Protection with a required statement of environmental feasibility.

Turnpike enterprise funds shall be programmed in accordance with the Cost Feasible Plan for consistency with department policy and standards.

### **2. PROGRAMMING GUIDELINES**

- Fund Codes: Use the Program Plan Crosswalk in the references section of this chapter for the appropriate fund codes.

- Phase and Program Number: Use the Program Plan Crosswalk in the references section of this chapter for the appropriate transportation system, phase and program number combinations. Also, note the following: Use program number 02 for turnpike improvement construction and transportation system 02, phase 52.
- Transportation System and Work Mix: Use Appendix D of these instructions for the appropriate transportation system and work mix.

## **H. SIS TRAFFIC OPERATIONS**

See the Transportation Systems Management and Operations chapter of these instructions for programming information.

## **I. REFERENCES**

Section [201.15](#), F.S.

Section [339.63](#), F.S.

Section [339.135](#), F.S.

Section [339.155](#), F.S.

Procedure [650-000-001](#), Project Development and Environmental Manual (Noise Abatement)

FDOT Employees can access the Program Plan Crosswalk by using the following link:

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>

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**PART III - CHAPTER 36: SURVEYING**

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## **Part III - Chapter 36: Surveying**

### **A. PROJECT SURVEYS**

#### **1. OVERVIEW**

The Florida Department of Transportation (department) collects survey data and properly stores it in a readily retrieval format. All survey data must be certified by a Florida professional surveyor and mapper. [Chapter 472](#) Florida Statutes regulates surveyors and mappers.

#### **2. PROGRAMMING GUIDELINES**

If the survey is done during the design phase, it should be programmed as part of the design using a phase 32 with the appropriate fund and program number.

If the survey is done during the construction engineering inspection (CEI) phase, it should be programmed as part of the construction inspection using a phase 62 with the appropriate fund and program number.

### **B. RIGHT OF WAY (R/W) MONUMENTATION**

#### **1. OVERVIEW**

Section [335.02\(2\)](#), F.S., requires monumentation of the department's rights of way. The district surveyors and mappers will recommend the appropriate surveyor(s) in the district in coordination with their management to determine the contracting method (i.e. districtwide, post-construction, CEI, etc.). The contracting method for these projects should be determined separately from the contracting method for legacy projects. For example, CEI may be best for current projects while districtwide is best for legacy projects. Each district will determine the most suitable approach.

#### **2. PROGRAMMING GUIDELINES**

- If right of way monumentation services will be contracted immediately following construction and with the engineer of record on a project, it may be programmed as post design using phase 62, program number 40.
- If right of way monumentation services will be contracted immediately following construction with someone other than the engineer of record it may be programmed as either phase 32 or 62 (32 is the preferred method). Use the same program number as the initial phase 32 or 62, as appropriate. Do not use program number 40.

**PART III - CHAPTER 37: TRANSPORTATION  
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## **PART III - CHAPTER 37: TRANSPORTATION DISADVANTAGED**

### **A. OVERVIEW**

The Commission for the Transportation Disadvantaged (CTD) was created by the Florida Legislature to coordinate federal, state and locally funded transportation disadvantaged services, and to administer the Transportation Disadvantaged Trust Fund (TDTF). This is a dedicated trust fund generated from a portion of license tag fees charged on certain vehicles, a portion of the Florida Department of Transportation's (department's) block grant funds, a portion of temporary handicapped parking proceeds and donations to the transportation disadvantaged voluntary dollar program.

Authorized under [Chapter 427, Part 1](#), Florida Statutes, the CTD functions independently of the control, supervision and direction of the department; however, the CTD is assigned to the Office of the Secretary for administrative and fiscal accountability. The transportation disadvantaged (TD) program is administered statewide. Central office CTD staff are responsible for programming projects in the Work Program Administration system.

The budget for the TD program is operating and now subject to [Chapter 216](#), F.S., which governs regular operating budget.

### **B. PROGRAMMING GUIDELINES**

- Transportation system 14 and program number TD are used for all transportation disadvantaged projects.
- Three forms of grants are available:
  - Trip and equipment grants to provide transportation disadvantaged services (Non-Sponsored Transportation) for those eligible individuals who are not sponsored by other agencies for life-sustaining trips (i.e., medical, employment, education, etc.). The matching requirement for local funds is 10% of the total project cost for trip/equipment grants only.
  - Local Program Support Grant to provide financial assistance to accomplish local program administrative support duties and responsibilities as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code.
  - Mobility Enhancement grants to the Community Transportation Coordinators to support innovative and cost effective transportation projects that enhance the access for qualifying recipients.
- Work Mixes are 8172, capital for transportation disadvantaged systems; and 8173, operating for transportation disadvantaged systems.
- Three million dollars of the TDTF revenues are district dedicated revenue (DDR) funds and are allocated in Schedule A and Schedule B. These funds are directed to the CTD by policy set by the executive leadership team. The CTD programs the DDR funds as TDDR. The funds are distributed by the statutory formula for DDR funds to the districts and to each county to the extent feasible through the programming of applicable projects. Use phase 12, 14 or 84 and program number TD for programming these projects.
- Per Florida Statute [339.0801\(3\)](#), ten million dollars is transferred to the Transportation Disadvantaged Trust Fund each year. These funds are derived from revenue generated by additional vehicle tag and title fees. As these funds were received, they were allocated to the Transportation Disadvantaged Trust Fund as the TDTF fund code. In order to clearly show compliance with state law, a new fund code was established for tracking purposes. The Transportation Disadvantaged Economic Development (TDED) fund was established (Phase 84).

- Four million four hundred thousand (\$4,400,000) of DPTO funds allocated in schedule B are allocated to the Transportation Disadvantaged Trust Fund as the TDTF fund code (Phase 84).
- Fourteen million four hundred eighty six thousand four hundred forty one (\$14,486,441) which represents 15% of the Department of Transportation Public Transit Block Grant program is allocated to Transportation Disadvantaged Trust Fund as the TDTF fund code (Phases, 84, 14). See Schedule B published by the Office of Work Program and Budget
- Revenues based on projections received from Florida Highway Safety Motor Vehicles (HSMV) are allocated to the Transportation Disadvantaged Trust Fund as the TDTF fund code (Phases 81, 84, 14).

## **C. REFERENCES**

Chapter [427](#), F.S.





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## **PART III - CHAPTER 38: TRAILS**

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## **PART III - CHAPTER 38: TRAILS**

### **A. SHARED USE NONMOTORIZED (SUN) TRAIL PROGRAM**

#### **1. OVERVIEW**

The Florida Shared-Use Nonmotorized (SUN) Trail Program was created pursuant to Section [339.81](#), Florida Statutes (F.S.). Section [335.065](#), F.S., bicycle and pedestrian ways along state roads and transportation facilities, authorizes FDOT to use the State Transportation Trust Fund (STTF) to develop a statewide system of nonmotorized, paved trails for bicyclists and pedestrians as a component of the Florida Greenways and Trails System (FGTS) Plan, created pursuant to [Chapter 260](#), F.S. Florida Greenways and Trails Act. The \$25 million annual allocation is from the redistribution of new vehicle tag revenues pursuant to Section [320.072](#), F.S., Motor Vehicle Licenses. The Non-Motorized Trail Network for “Wheels on the Roads” (TLWR – fund code) revenues are deposited into the STTF for use by the department to implement the SUN Trail program.

FDOT will advance the development of the SUN Trail network by programming TLWR allocations through a two tier funding structure. One tier is funding the top two Regional Trail Systems identified by the Florida Greenways and Trails Council. These are the Coast-to-Coast Trail (Item Group C2CT) and the St. Johns River to the Sea Loop (Item Group SJ2S). The other tier is funding Individual Trail segments that close gaps in the SUN Trail Network. Over the period of the Five-Year Work Program, approximately 2/3 of the allocation will be programmed for completing the two Regional Trail Systems and approximately 1/3 will be programmed for projects in the Individual Trail category.

The department will work with partners to advance the SUN Trail network by improving interregional connectivity of the paved multi-use trail system, for bicyclists and pedestrians physically separated from vehicular traffic to ensure the network functions as a transportation system rather than standalone trails. The department is defining a multiuse trail as a paved, shared use path, which is typically 12 feet wide, but may commonly vary from 10 feet to 14 or more feet depending upon physical or environmental constraints or volume of use. In addition to these standards, projects will be developed following standard guidelines for shared use paths as defined by the department. Generally, SUN Trail funded projects will be developed as 12-foot-wide asphalt multiuse trails.

#### **2. ELIGIBILITY CRITERIA**

To be considered for SUN Trail funding, a project must satisfy the following minimum requirements:

- The project must be planned to be developed as a paved multi-use trail within the SUN Trail Network, which is aligned to the Florida Greenways and Trails System Plan (FGTS) Priority Land Trail Network;
- Documentation must be provided that the project is identified as a priority by the applicable jurisdiction;
  - If the project is within a boundary of a Metropolitan/Transportation Planning Organization (MPO), it must be a MPO priority.
  - For areas outside of MPO boundaries, the project must be identified as a priority of the county (inclusive of their municipalities), tribal government, federal or the state managing agency.
- Documentation must be provided that a local entity is formally committed to the operation and maintenance of the project (long-term trail manager);
- The project is consistent with the applicable comprehensive plan(s) or the long-term management plan(s).

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### **3. INELIGIBLE CRITERIA**

Pursuant to Section 339.81, F.S., components of the SUN Trail Network will not include:

- Sidewalks; nature trails; loop trails wholly within a single park or natural area;
- On-road facilities, such as bicycle lanes of routes other than on-road facilities that are no longer than one-half mile connecting two or more nonmotorized trails, if the provision of non-road facilities is infeasible and if such on-road facilities are signed and marked for nonmotorized use; an exception is made for on-road components of the Florida Keys Overseas Heritage Trail.

Allocation of SUN Trail funds will not include the development of additional features and amenities associated with trail projects. The features and amenities include but are not limited to the following:

- Benches, trail furniture or seating areas;
- Bicycle racks or lockers, air stations or repair stations;
- Buildings, restrooms, wayside structures or overlooks, fishing platforms, transit facilities, shelters or picnic pavilions/tables;
- Kiosks (regulatory and safety signage permitted);
- Landscaping (trail stabilization permitted);
- Litter or recycle receptacles, and doggie bag dispensers;
- Parking areas or trailheads;
- Playgrounds, fitness equipment or structures;
- Promotional, marketing or educational materials;
- Sculptures, fountains, monuments, or art; and
- Water fountains, splash zones, spigots, showers, water features or irrigation equipment.

If other funding sources are available for additional improvements, construction may occur at the same time as the SUN Trail funded aspects. As appropriate, local agencies should coordinate with their respective District.

### **4. SELECTION CRITERIA**

In addition to the eligibility criteria, the department will evaluate project strengths based on the following selection criteria:

- Enhances the safety of bicyclists, pedestrians and motorists;
- Recognized as having regional, state or national importance;
- Additional financial contribution committed to the project;
- Blends transportation modes by completing, improving or enhancing existing facilities to improve mobility;
- Construction Readiness;
- High level of documented public support;

- Significant immediate impact to the quality of life by enhancing economic opportunities and providing connectivity to destinations;
- Facilitates a system of interconnected trails by closing a gap in the SUN Trail network; or
- Includes cost-saving elements.

## **5. PROJECT IDENTIFICATION, REVIEW AND SELECTION**

A completed Project Certification Form for any project to be considered for funding must be received by the announced deadline, then evaluated and prioritized by the applicable District Office before transmittal to Central Office for funding consideration. District Trail Coordinators will work with stakeholders in the identification of potential projects for SUN Trail program funding.

The District Trail Coordinator will facilitate review and concurrence of proposals by their respective District. They will evaluate proposals based on the selection criteria to identify the strengths of projects rather than employing a numerical comparison of projects. They will confirm that phase costs associated with the projects are accurate and up to date. At this stage, it is imperative that the District Trail Coordinator works closely with their District Work Program to create candidate files for the project. District staff will make a determination that the proposed phase is able to proceed within the timeframe established by the applicable entities. District staff may conduct field visits to the locations of submitted projects to determine feasibility. District staff may also consult with project sponsors about whether a project should move forward in the project review process, or how the project could be divided into phases for funding incrementally over time. The District Trail Coordinator provides the draft prioritization scenarios to District senior management for comment, revisions and approval. Once approved, the District Trail Coordinator will transmit the project information, funding scenarios and a prioritized list of Individual Trail Projects to the statewide SUN Trail Program Manager. As applicable, the District Trail Coordinator will also transmit a prioritized list, with project information, and funding scenarios for projects within the Regional Trail Systems to the statewide SUN Trail Program Manager.

The prioritized lists and related project information will be used for Central Office's assessment and development of the statewide funding scenarios and development of the Needs Plan. The statewide draft prioritization scenario is provided to Central Office senior management for comment, revisions and approval. Upon approval, the final project list is forwarded to the Office of Work Program and Budget for programming into the appropriate fiscal year.

## **6. PROJECT ADMINISTRATION**

Generally, the department will administer allocations on projects within the existing FDOT right of way for phases funded through the adopted work program. As such, the District will assign a project manager for funded projects. Administration of the funded project phases may occur by another agency if it would be more practical, expeditious, and economical for them to perform the project. Non-DOT agencies may most likely administer funds, and serve as the project manager, on projects that are located outside of FDOTs right of way.

For non-FDOT managed projects, the local agency will act as the administering body for the project with the FDOT district office providing necessary oversight. The district will facilitate execution of the Florida Department of Financial Services Catalog of State Financial Assistance (CSFA) Number 55.038 grant agreement with another government entity. This legal instrument will describe intergovernmental tasks to be accomplished and funds to be paid between government agencies. As with all state agreements, they are subject to the Florida Single Audit Act (FSAA), Section 215.97, F.S. The district will assign a point of contact to provide necessary oversight, assist recipients and sub-recipients in complying with the FSAA and ensure that its duties as a pass-through entity (as defined in the FSAA) are accomplished.

Project administration and project development will comply with Chapters [267](#) and [337](#), F.S.

Pursuant to Section [335.065](#), F.S., upon completion of construction, the project shall be operated and maintained by an entity other than the department. The department is not obligated to provide funds

for the operation and maintenance of the project. Prior to the completion of design, or prior to the letting/advertisement for construction for any project proposed for a later phase the department will need the managing entity to enter into a Maintenance Memorandum of Agreement (MMA) with the department to maintain the facility. This MMA between the department and a local partner agency will identify maintenance and management responsibilities regardless if the trail will be within or outside of FDOT's right of way. If the project and funding is managed by a non-DOT agency, then the MMA obligations are included in the Grant Agreement for non-DOT administered contracts. The department has standardized these agreements. Districts will ensure the appropriate agreement is executed.

Although SUN Trail is a state allocation, if any part of the funded project area utilizes federal funds, the entire project area is federalized. This requires adherence to federal procedures for actions such as right of way acquisition, National Environmental Policy Act (NEPA), and Buy America for actions such as the acquisition of real property/land/right of way. Regardless of fund source, if they have received federal funds or plan to receive federal funds for future phases they would need to comply with federal requirements. The project would require NEPA review and approval by the FDOT District or the Office of Environmental Management as described in the FDOT Project Development & Environment Manual and pursuant to the NEPA Assignment Memorandum of Agreement signed between FDOT and Federal Highway Administration effective December 14, 2016.

## **7. PROGRAMMING GUIDELINES**

There is no requirement that projects have matching funds but they may be provided. Local funds should only be programmed when there is a reasonable expectation that the funds will actually be received from an outside source. If the local agency intends to provide local funds for any portion of a project, reference the Local Funds chapter of the Work Program Instructions for additional programming details.

Beginning July 1, 2017, as funding adjustments occur to match advertisements Districts may maintain current year funds and budget up to \$100,000 for SUN Trail funded projects included in the adopted work program under program code TLWR. Funds and budget in excess of up to \$100,000 will be returned to central office on a quarterly basis. The information will be captured in a monthly variance report. If a funded project is completed for less than the total allocation, the remaining allocation will revert to central office for reallocation at the statewide level.

As required for statewide-managed programs, the district must notify the SUN Trail program manager, in the Systems Implementation Office; to request additional funding (for existing projects) before adjustments can be made to statewide funded SUN Trail projects programmed in their district. Requests will be reviewed in accordance with available TLWR funds and will be coordinated with the central office of work program and budget. Notification of approved funding increases will be sent to the district trail coordinator and work program manager for programming.

- Transportation System: Use appropriate transportation system. (See the program plan/work program/budget crosswalk link)
- Work Mix: 0106 Bike Path/Trail
- Description: The description field and project limits in WP01 screen should be consistent and include the naming conventions and project limits provided by the applicant and the district trail coordinator. If the district work program has a concern about the information provided (i.e. similar project already in the Adopted Work Program with a different name), they should consult with the district trail coordinator, who will discuss it with the SUN Trail program manager. A course of action will be developed and all related project files will remain consistent.
- Fund Codes: TLWR or district managed funds, as applicable
- Phase: Use appropriate phase

**Work Program Instructions**

**Tentative Work Program – FY 19/20 – 23/24**

**September 12, 2018**

Example: To program a SunTrail project on SR 123, let by the Department, use transportation system 03 with a 0106 work mix and appropriate program number

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	02	TLWR	\$1,500,000	1	20XX

Example: To program a SunTrail project on Store Front Road, in which the department is granting the locals trail funding, use transportation system 06 with a 0106 work mix and appropriate program number

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
54	01	02	TLWR	\$1,500,000	1	20XX

- When programming federal funds a X8 phase should be used.
- Program Number: Use appropriate program number
- When TLWR funding is being used in conjunction with a bridge/larger roadway project, assign a separate financial project segment for the TLWR funded aspects.
- Item Group: Regardless of the funding source, use appropriate item group identifiers (up to three). **All Projects on the SUN Trail network will use Item Group SUNT.** In addition, all projects within the Coast to Coast Trail Connector will use C2CT, and all projects within the St. Johns River-to-Sea Loop will use SJ2S.
- Location Screen Type: **P (Path/Trail)** is used with SUN Trail system components. The SUN Trail system is established in the RCI database with a unique roadway ID and beginning and ending mileposts. The roadway IDs for trails may be obtained from RCI Feature 801. The section number for SUN Trail is 931. See Work Program Instructions chapter titled **Location Information for Roadways, Bridges and Trail System**. To obtain the roadway identification number and mileposts, FDOT employees may access the FDOT TDA IView tool at <http://dcs-dot-ws10/iview/viewer.html>. The SUN Trail network’s GIS data, which provides ability to search by street names, is available on the FDOT GIS portal at <http://fdot.maps.arcgis.com/apps/Viewer/index.html?appid=0acc2915532d4cd48aec5ad16265f68f>.

**8. CONTACTS**

Central Office, Systems Implementation Office or the District Trail Coordinator, should address questions related to the SUN Trail program. Questions related to programming should be addressed to the Work Program Development and Operations Office.

District	Contact	Phone Number
Central Office	Huiwei Shen, Manager, Systems Implementation	(850) 414-4911
	Robin Birdsong, Manager, SUN Trail Program	(850) 414-4922
1	David Agacinski	(239) 225-1959
2	Barney Bennette	(386) 961-7878
	Debrah Miller	(386) 961-7793
3	Olen Pettis	(850) 330-1543
	Maria Showalter	(850) 330-1543
4	Lauren Rand	(954) 777-4499
5	Heather Garcia	(386) 943-5077
6	Elizabeth Stacey	(305) 470-5308
7	Alex Henry	(813) 975-6405
Turnpike	Daniel Kastelic	(407) 264-3478

**B. REFERENCES**

Section [215.97](#), F.S., Florida Single Audit Act

Chapter [260](#), F.S., Florida Greenways and Trails Act

Chapters [267.062](#), F.S., naming state facilities

Section [320.072](#), F.S., Motor Vehicle Licenses

Section [334.03\(30\)](#), F.S., Definitions—When used in the Florida Transportation Code

Section [334.071](#), F.S., Legislative designation of transportation facilities

Section [335.065](#), F.S., Bicycle and pedestrian ways along state roads and transportation facilities

Chapter [337](#), F.S., Contracting; Acquisition, Disposal, and Use of Property

Section [339.81](#), F.S., Florida Shared-Use Nonmotorized Trail Network

[Catalog of State Financial Assistance](#)





## **PART III - CHAPTER 39: TRANSPORTATION REGIONAL INCENTIVE PROGRAM (TRIP)**

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## **PART III - CHAPTER 39: TRANSPORTATION REGIONAL INCENTIVE PROGRAM (TRIP)**

### **A. OVERVIEW**

The Transportation Regional Incentive Program (TRIP) was created pursuant to Section [339.2819](#), Florida Statutes to provide an incentive for regional planning, to leverage investments in regionally significant transportation facilities (roads and public transportation) in regional transportation areas created pursuant to Section [339.155](#), F.S. and link investments to growth management objectives.

TRIP provides matching funds of up to 50 percent (%) of project costs for improvements to regionally significant facilities identified and prioritized by regional partners. The regional funding partners must provide matching funds of 50% or more and execute an interlocal agreement for TRIP funds to be used on facilities that are designated regionally significant in a regional transportation plan. Eligible regional partners include:

- MPOs comprised of three or more counties
- Two or more contiguous MPOs
- One or more MPO and one or more contiguous counties that are not MPO members
- Two or more contiguous counties that are not MPO members
- A multi-county regional transportation authority created by or pursuant to law

Projects funded under TRIP must be included in the department's work program.

TRIP funded projects must meet requirements of Section 339.155, F.S. and the minimum eligibility criteria defined therein and as follows:

- Serve national, statewide or regional functions and function as part of an integrated regional transportation system.
- Are identified in the capital improvements element of the applicable local government comprehensive plan that is in compliance with state requirements.
- Are included in the MPO LRTP, the STIP and TIP and be consistent with the local government comprehensive plan.
- Are consistent with the Strategic Intermodal System Plan developed under Section [339.64](#), F.S.
- Are in compliance with local corridor management policies.
- Have commitment of local, regional or private matching funds.

In addition, the department must give priority to projects that:

- Provide connectivity to the Strategic Intermodal System (SIS).

- Support economic development and goods movement in rural areas of critical economic concern designated under Section [288.0656](#), F.S.
- Are subject to local ordinances that establish corridor management techniques per [339.2819\(4\)\(c\)\(1\)](#) F.S.
- Improve connectivity between military installations and the Strategic Highway Network or the Strategic Rail Corridor Network.

## **1. FUND DISTRIBUTION**

Funds provided for this program shall be distributed to the districts via statutory formula.

The department shall provide a maximum of 50 percent (%) of eligible costs for eligible projects. For the purposes of the match requirement for TRIP, a project is defined as any eligible phase or combination of phases proposed for funding. Rural counties qualifying under the Rural Economic Development Initiative (REDI) Program may apply for a waiver or reduction of the required 50% local match. To be eligible for a waiver or reduction of match requirements, a county or community must meet the statutory definition of rural (Section [288.0656\(2\)\(e\)](#), F.S.) and such county or community must have three or more of the economic distress conditions identified in Section [288.0656\(2\)\(c\)](#), F.S. Detailed definitions and additional information are set forth in the REDI chapter of the work program instructions. Only that geographic portion of the project falling within the qualified rural area is eligible for the waiver.

There are two revenue sources for TRIP:

- A portion of document stamp tax revenues are used for TRIP as specified in s [201.15\(1\)\(c\)](#), F.S. The revenues are allocated for TRIP with the fund code **TRIP**.
- In 2015, the Florida Legislature passed [SB 2514-A](#), amending s [320.072](#) F.S. increasing the distribution of revenues generated by certain motor vehicle registration transactions. Per the new legislation, “Wheels on Road” revenues will be deposited into the State Transportation Trust Fund (STTF) for use by the department. These revenues shall be used under the newly established fund **TRWR**.

## **2. PROJECT AGREEMENTS**

Subsequent to the district’s selection of a project for inclusion in TRIP, a State Funded Grant Agreement (SFGA) or Local Agency Program (LAP) agreement must be executed. Sample agreements are available on the Department’s [TRIP webpage](#).

- The agreement shall specify the terms and conditions of state participation in the project. The project shall be programmed in accordance with the terms of the agreement.
- If the county has not executed the SFGA or LAP agreement within six months after selection of the project, the district may make the funds available for the next highest-ranking project for which there are adequate funds.

**B. PROGRAMMING GUIDELINES**

All project phases may be considered for TRIP funding, with the exception of in-house phases. Right of way and construction phases should be given the highest priority in the early years of the program. TRIP funds may be used on the SIS provided that SIS facilities are designated as regionally significant facilities in a regional transportation plan and matching funds are committed to a SIS project. TRIP funds are not limited to use on projects on the State Highway System.

Note: There is no requirement that a phase be fully funded by TRIP and the required match. Private funds may be part of local matching funds required for a TRIP project.

**1. PROJECTS MANAGED BY THE DEPARTMENT**

The following example is a department managed construction project estimated at \$100,000 with the maximum matching funds of 50 percent from TRIP:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	02	TRIP/TRWR	\$50,000	1	20XX
52	01	02	LFP	\$50,000	1	20XX

The following is an example for a department managed construction project estimated at \$100,000 where the matching funds from TRIP is 40 percent of project cost:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	02	TRIP/TRWR	\$40,000	1	20XX
52	01	02	LFP	\$60,000	1	20XX

Note: In this example, the local share will need to increase to cover the total project cost.

**2. FEDERAL FUNDS MATCH**

Federal earmarks or Federal Transit Administration (FTA) funds may not be used as a match for TRIP. However, federal earmarks and FTA funds may be used to arrive at the “project cost” amount for determining the amount of TRIP funds that need to be used to totally fund the project. In other words, the split would be based on the total project cost less the amount of the federal earmark or FTA funds.

In this example, the HPP funds (federal earmark of \$20,000) is deducted from the \$100,000 leaving \$80,000 to be split between TRIP funds and the local match (LFP). This example assumes the maximum matching funds of 50 percent from TRIP and the project is department managed.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	02	TRIP/TRWR	\$40,000	1	20XX
52	01	02	LFP	\$40,000	1	20XX
52	01	02	HPP	\$20,000	1	20XX

Federal-aid highway projects, on or off the SHS. For projects that are located on an eligible federal-aid highway, the district/MPO may use federal SU funds for the required 50% match. **NOTE: Using federal funds on a project managed by a county or city requires the project to meet all federal requirements and the jurisdiction to be LAP certified.**

The following example is of a department managed construction project estimated at \$1,000,000 where the district/MPO uses federal SU funds for the required match, assuming the maximum matching funds of 50% from TRIP.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	02	TRIP/TRWR	\$500,000	1	20XX
52	01	02	SU	\$500,000	1	20XX

Note: In the above example, the federal SU funds are to be authorized at 100% in the Federal Aid Management System.

For off-system projects, if there are any non-participating costs associated with project, local funds must be programmed to cover these costs. This example assumes the maximum matching funds of 50 percent from TRIP, the project is managed by local government and the total estimated cost is \$1,000,000. Locally managed projects are a contract class 5.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
58	01	02	TRIP/TRWR	\$500,000	1	20XX
58	01	02	SU	\$409,650	1	20XX
58	01	02	LFP	\$90,350	4	20XX

Note: In the above example, the federal funds are to authorized at 100% in FAMS. There are non-participating costs associated with the project which are not eligible for federal SU funds and local funds are programmed to cover these costs.

### **3. PROGRAMMING AN IN-KIND MATCH**

In-kind match: In-kind services are goods, commodities, or services received in lieu of cash payments.

- Goods and commodities should be valued based on their current market value in accordance with generally accepted accounting principles as determined by the Office of the Comptroller. The value for land donated should be determined in accordance with guidelines established by the Office of Right of Way. (See the Right of Way Chapter of these instructions.)
- Departmental right of way acquisition procedures must be followed by the local governments on all TRIP funded projects located on the State Highway System regardless of the phase of work being funded through TRIP. Local governments may use their own right of way acquisition procedures for TRIP funded projects off the State Highway System unless federal funds are or will be used on the project. In that case, the local government must comply with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

- Property donated by local governments for right of way as the local share for a qualified project must comply with the requirements of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, 42 U.S.C. 4601, et seq., and implementing Federal Regulations, 49 CFR Part 24 and 23 CFR Part 710, if federal funds will be used in any phase of the project. Other requirements for the acquisition of right of way should be determined in accordance with guidelines established by the Office of Right of Way.
- The excess of an in-kind match valued in excess of the required match will not generally be applied towards another project. On a case by case basis, an exception may be made for project segments in a regional corridor that are part of an implementation plan for that corridor.
- The in-kind match may be used dollar for dollar to match TRIP funds.

Example: A local government offers \$4,000,000 in right of way plus cash of \$3,000,000 as the required match for a \$10,000,000 TRIP construction project. The total project cost for matching purposes would be \$14,000,000; \$7,000,000 are programmed for TRIP and the total local match is \$7,000,000 which includes right of way plus cash. This example assumes the maximum matching funds of 50 percent from TRIP.

If the department were managing the construction project, it would be programmed as follows:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
43	01	00	LF	\$4,000,000	4 (In-Kind Match)	20XX
52	01	02	TRIP/TRWR	\$7,000,000	1	20XX
52	01	02	LFP	\$3,000,000	1	20XX

**4. PROGRAMMING A REDI MATCH WAIVER OR REDUCTION OF MATCH**

Rural counties qualifying under the REDI Program may apply for a waiver or reduction of the required 50% local match. Only that geographic portion of the project that falls within the qualified rural area is eligible for the waiver.

Example: Project on the State Highway System (managed by the department):

A project on the State Highway System in Madison County is approved for TRIP funding. The total cost for construction is \$12,000,000. Madison County is eligible for a reduction or waiver of the match under the REDI. For this particular project, Madison County has requested and been approved to reduce their match to 25%. The district has decided the scope of the project is to remain the same and will use DS funds to cover the difference between the TRIP, the local match and the total cost of construction.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	02	TRIP/TRWR	\$7,000,000	1	20XX
52	01	02	LFP	\$1,750,000	1	20XX

52            01            02            DS            \$3,250,000            1            20XX

Note: While the match requirement would be \$7,000,000, in this example the local government only pays \$1,750,000 (25% of the match). The remainder of the cost of construction, \$3,250,000, may be covered by district managed funds. The project would be tagged with the REDI item group identifier to indicate the approved reduction in match.

Example: Project off the State Highway System (managed by the local government):

A project, off the State Highway System in Madison County, is approved for TRIP funding. The total cost for construction is \$12,000,000. Madison County is eligible for a reduction or waiver of the match requirement under the REDI. For this particular project, Madison County has requested and been approved for a waiver of the required match. The district has determined that the scope of the project will be reduced to the level of the available funds. This example assumes that no more than 50% of project costs are funded with TRIP funds.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
54	01	02	TRIP/TRWR	\$6,000,000	1	20XX

Note: This project would be tagged with the WAIV item group identifier to indicate the waiver of the match requirement.

If the district had determined the scope of the project needed to remain the same, the district would need to identify other available district managed funds for which this project would qualify. Being an off system project, the availability of other qualifying funds is limited. As authorized under the REDI pursuant to Section [288.0656\(7\)\(a\)](#), F.S., and the waiver of financial match requirements in Section [288.06561](#), F.S., the department may use TRIP funds or other district funds to pay for 100% of project costs for eligible rural areas of opportunity so long as all other TRIP eligibility requirements are met.

Example: Project off the State Highway System (managed by the local government):

A project, off the State Highway System in Madison County, is approved for TRIP funding. The total cost for construction is \$10,000,000. Madison County is eligible for a reduction or waiver of the match requirement under the REDI. For this particular project, Madison County has requested and been approved for a waiver of the required match. The district has determined the scope of the project needs to remain the same and being off system project, the availability of other qualifying funds is limited. The district is using TRIP funds to pay for 100% of project costs.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
54	01	02	TRIP/TRWR	\$10,000,000	1	20XX

Note: This project would be tagged with the WAIV item group identifier to indicate the waiver of the match requirement.

Use appropriate program number, phase and transportation system.

## **5. STATE INFRASTRUCTURE BANK MATCH**

Funds loaned from the State Infrastructure Bank (SIB) may be used to fund half of the local match for TRIP funds. Future repayments to the SIB must be made from federal SU or local funds.

- For State Highway System projects, SU funds may be used for the repayment.
- For Federal-Aid Highway projects that are off the State Highway System, SU funds may be used for the repayment.
- For additional information on SIB loan requirements, see the State Infrastructure Bank chapter of these instructions.

Questions related to the TRIP should be addressed to the Office of Program Management. Questions related to programming should be addressed to the Work Program Development and Operations Office.

## **6. DISTRICT TRIP COORDINATORS**

Central Office	Lorraine Moyle	(850) 414-4383
District One	Lisa Brinson	(863) 519-2836
District Two	Jordan Green	(904) 360-5646
District Three	Maria Showalter	(850) 330-1550
District Four	Mya Williams Sabrina Aubery	(954) 777-4608 (954) 777-4585
District Five	Lisa Buscher	(386) 943-5452
District Six	Xiomara Nunez	(305) 470-5404
District Seven	Stephen Benson	(813) 975-6427

## **C. REFERENCES**

Section [163.01](#), F.S.

Section [163.3177\(3\)](#), F.S.

Section [201.15\(1\)\(c\)](#), F.S.

Section [288.0656\(7\)](#), F.S.

Section [320.072](#), F.S.

Section [339.135\(3\)\(d\)](#), F.S.

Section [339.155\(4\)](#), F.S.

Section [339.2819](#), F.S.



Section [339.64](#), F.S.

[SB 2514-A](#)

42 U.S.C. 4601

49 CFR – Code of Federal Regulation part 23 & 24.

[Guidance Document 10 - Guidance for Local Government Match Right of Way Contributions for Growth Management \(TRIP\) Projects](#)



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## **PART III - CHAPTER 40: TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS (TSM&O)**

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## **PART III - CHAPTER 40: TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS (TSM&O)**

### **A. OVERVIEW**

Transportation Systems Management and Operations (TSM&O) is the application of technology and communications to improve the management, operations, safety and efficiency of transportation systems. The TSM&O program includes all aspects of planning, systems engineering, design, construction, maintenance and operations that involve transportation system management and operations, traffic operations, traffic engineering, and intelligent transportation systems (ITS). This program develops and applies solutions to traffic operations problems that do not commonly require major structural alterations of existing or planned roadways.

In programming TSM&O improvements, use of the Metropolitan Planning Organization (MPO) or Transportation Planning Organization (TPO) congestion management system plan is encouraged. TSM&O projects may be programmed on or off the intrastate highway system. Priority should be given to Strategic Intermodal System (SIS) TSM&O projects and projects that support achieving goals within the TSM&O Strategic Plan. Action plans are available from the SIS coordinator in each district and they should be reviewed for identification of planned operational improvements.

TSM&O projects improve capacity and mobility through better management of traffic and vehicles on the roadway and may include:

- Advanced public transportation systems
- Advanced traffic management systems and traffic signal systems
- Arterial management systems
- Advanced traveler information systems
- Commercial vehicle operations
- Connected vehicle systems and emerging transportation technologies
- Electronic toll collections
- Freeway and incident management systems
- Integrated corridor management systems
- Transportation and traffic management centers

One or more traffic monitoring sites should be considered in conjunction with each construction project which has a type of work consistent with the construction of such sites. Examples of compatible work types include traffic signals, resurfacing, reconstruction, and other work that involves either pavement surfaces or electrical systems.

## **1. TSM&O PROJECTS**

- District TSM&O Engineers will submit new projects to the Central Office ITS Program Development Engineer for consideration.
  - New projects should be based on the needs in that region.
- Central Office ITS Program Development Engineer will review funding requests and notify the District TSM&O Engineers and District Work Program Managers of the approved projects.
- District Work Program Manager should develop a candidate file for new funding requests after projects have been approved by the Central Office ITS Program Development Engineer.
- District TSM&O Engineers must coordinate with District Work Program Managers regarding projects or project modifications proposed for funding.
- TSM&O funded projects are managed on a statewide basis, but each district will be allowed to keep up to \$20,000 for unforeseen use. Funds and budget in excess of \$20,000 will be returned to Central Office on a quarterly basis. These funds cannot be used for other TSM&O projects unless approved by the Central Office ITS Program Development Engineer.
  - Additionally, federal funds may be used for the operating costs for traffic monitoring, management, and control systems, such as integrated traffic control systems, incident management programs, and traffic control center. Operating costs as defined by legislation include labor costs, administrative costs, cost of utilities and rent, and other costs associated with continuous operation of traffic systems. These costs are all eligible for Federal reimbursement from the National Highway Performance Program (NHPP), Highway Safety Improvement Program (HSP), and Surface Transportation Program (STP). If a project is located in air-quality non-attainment and maintenance areas, and in compliance with the eligibility requirements of 23 USC 149(b), Congestion Mitigation and Air Quality Improvement (CMAQ) funds can be used for three years for operating costs over a 5-year period, but those systems must measurably demonstrate reductions in traffic delays.
- All TSM&O projects should have an item group identifier of ITS.

## **2. DEFINITIONS**

- Capital Projects: These projects consist of the initial installation and deployment of ITS infrastructure, Transportation Management Centers (TMC), communications systems, ITS field devices, or TMC software acquisitions.
- Innovative Technology Deployment (formerly Commercial Vehicle Information System Network – CVISN): These projects consist of the ITS system elements that support commercial vehicle operations. ITD includes information systems owned and operated by governments, carriers and other stakeholders. Funding grants are available from the Federal Motor Carrier Safety Administration.

- **Periodic Maintenance:** These projects consist of major ITS upgrades, replacement projects, or software licensing and maintenance agreements. Funds have been set aside to provide for the established lifecycle replacement of equipment and must be programmed to the levels approved by the executive leadership team. Cost associated with maintaining these systems are necessary operating expenses so that traffic monitoring, management, and control facilities or programs can provide their intended functions, may use federal funds.
- **Rapid Incident Scene Clearance (RISC):** These projects are established to provide quick, safe clearance of large vehicle crashes. RISC has been formed to support the State of Florida’s Open Roads Policy and is utilized in conjunction with the Florida Highway Patrol.
- **Road Ranger Service Patrol:** These projects are established to improve the overall safety and mobility of the surface transportation system. Road Rangers provide maintenance of traffic services during incidents, assist in incident management and response, clear disabled vehicles from travel lanes, clear debris from travel lanes, change flat tires, jump-start vehicles and make minor repairs, provide up to five gallons of fuel, provide stranded motorists up to three free local calls, and monitor abandoned vehicles and notify FHP.
- **Regional Transportation/Traffic Management Center (RTMC):** facilities that may contain multiple agencies interested in the management and operations of transportation facilities and services. These centers are usually hubs for communications infrastructure and contain information systems that support these facilities and services.
- **Routine Maintenance:** These projects consist of hardware replacement of field devices, TMC equipment, or communications equipment maintenance. Routine maintenance is defined as preventive maintenance and minor and major maintenance, such as regularly scheduled inspections, cleanings, greasing, tightening, recalibration, and pest control, repairs, premature replacements, troubleshooting, vandalism, thefts, accidental fiber or conductor cuts, weather events, and other acts of nature. ITS routine maintenance needs are funded with maintenance funds allocated to the districts. The allowance for preventive maintenance in Title 23(10) and other Federal-aid policies can allow these costs to be eligible for federal funding, if it is critical to the successful operation of the system.
- **Transportation Management Centers Operations Contracts:** These contracts are written to operate TMCs and any contracts for service needed for incident management, providing traveler information services, or general services for ITS program management. Funds have been set aside to provide for operations costs and must be programmed to the levels approved by the executive leadership team. In addition to the cost associated with designing and procuring the computer systems used, other eligible activities include regularly checking the computer components and any corrective measures or upgrades (software or hardware) to ensure they are fully functional can use federal funds.
- **Traffic Signal Retiming:** Traffic signal retiming is the process of analyzing the exiting traffic signal phase and timing to optimize its operation to serve the changing traffic signal demand pattern with time using various proven methodologies. The retiming can be performed on a stand-alone signal or a group of signals that may or may not operate in coordination with each other.

- Traffic Signal Maintenance: Traffic signal maintenance is the process of maintaining the traffic signal infrastructure for their continuous operations by means of preventative maintenance or responsive/emergency maintenance activities. The maintenance activities include maintaining signals that are interconnected with telecommunications and are monitored at a central location, traffic signal systems (central computer, cameras, message signs, communications devices, interconnect / network, vehicle, bicycle & pedestrian detection devices, traffic signal hardware and software, preemption devices, and uninterruptible power supplies), control devices (intersection control beacons, traffic warning beacons, illuminated street name signs, school zone flashing beacons, pedestrian crossing beacons, and Rectangular Rapid Flashing Beacons), and emergency/fire department signals and speed activated warning displays, any of these activities may use eligible federal funds for maintenance costs.

### **3. TEN YEAR TSM&O COST FEASIBLE PLAN**

A ten year Cost Feasible Plan is developed to address the most urgent needs along Florida's major routes of significance, which include limited access and non-limited access "on system" facilities. There is an annual set-aside of at least \$25 million of Strategic Intermodal System (SIS) funds for transportation systems management and operations (TSM&O) and intelligent transportation system (ITS) projects within the ten year plan.

The following are included in the Ten Year Plan:

- ITS Projects using a work mix chosen from the "ITS." work mix list.
- ITD (CVISN) ITS Projects
- ITS Programmed within Construction
- ITS Equipment Replacement
- ITS Maintenance (Periodic and Routine)
- ITS Operations Contracts
- Rapid Incident Scene Clearance (RISC) Projects
- Traffic Signal Maintenance Projects
- Traffic Signal Retiming Projects
- Express Lane Projects
- SunGuide ATMs Software
- Limited-access facilities with district allocated funds
- Projects identified by other sources, such as other program offices
- ITS on Turnpike
- Installation of new traffic signals

#### **4. WORK PROGRAM VERSUS OPERATING**

Costs which should use work program budget (08.. budget category) under the TSM&O Program:

- Deployment of ITS field devices to include dynamic message signs, roadside sensors, closed circuit television cameras, and vehicle detection systems
- Deployment of advanced traffic signal systems
- Deployment of environmental sensor stations (i.e. Road Weather Information Systems)
- Deployment of probe data collection technologies
- Deployment of communications infrastructure
- Deployment of connected vehicle technology
  - Design may be eligible if for a specific corridor
- Construction of TMCs
- Outfitting of TMCs with video wall, work station furniture, work station computer equipment, servers, etc., pursuant to FAC 60A-1.017
  - Any additional furniture purchased after initial build of the TMCs must use operating budget
- Operations of the TMCs
- Replacement of aging equipment
  - Field and TMC
  - Periodic Maintenance
- Road Ranger Service Patrol/Severe Incident Response Vehicle Operations
- Software needed to operate TMCs including operational support by vendor
  - Equipment purchased that is not used exclusively for this purpose should be funded with operating budget
  - Work station operating systems
  - Service operating system
  - Database software (Oracle, etc.)
  - Security system software
  - Firewall software
  - Other specialized software
- Traveler Information Systems (511 system)



- Includes operational support by the vendor
- TSM&O design work
- Traffic Signal Maintenance Compensation Agreements
- TSM&O Studies
- Rapid Incident Scene Clearance
- Construction engineering and inspection (CEI) work to support the deployment of ITS
- General consultant activities to support the deployment of ITS
- Power needs for field devices

Costs which should use operating budget under the ITS program include, but are not limited to, equipment and facilities as well as facilities costs. Provided below are examples of costs that are not eligible for work program funding; consequently, they are to use operating budget.

- Power needs for TMCs
- Janitorial services for TMCs
- Replacement of work station furniture
- TMC grounds upkeep (mowing and weed control)
- Standalone service agreements
- TMC building maintenance
- Security Access Systems
- Phone and internet service
- Water and sewer

The lists of eligibility for work program budget versus operating budget are not exhaustive lists. A cost is eligible for work program budget if it is for the deployment of ITS systems or the direct support of ITS systems. If the cost is dealing with maintenance and expenses to keep the TMC building in operational shape, the budget is operating.

## **B. PROGRAMMING GUIDELINES**

### **1. STAND ALONE TSM&O PROJECTS**

- Transportation System: Projects must be programmed on a specific highway (system 01-04, 06) or FLP (system 08-11) transportation system. Regional transportation/traffic management centers should be programmed as non-system specific improvements (system 13).

- Item Group Identifier: The ITS group identifier must be used on all TSM&O projects. The identifier should also be used when there is ITS work being completed as part of a larger construction project in which ITS may not be the major function of work.
- “Push button contracts” should include bills of materials and installation tasks (pay item numbers), without specifying project location. Such projects should be programmed under a districtwide item, using the contract class most appropriate to the letting or contract type. Design build push button contracts should be programmed as contract class 9.
  - FHWA will not require a work plan and SEP-15 experimental approval from HQ for these low cost contracts. The FHWA considers “low cost contracts” to be 1 or 2 year contracts awarded to the lowest responsive bidder for construction of projects that for FHWA categorical exclusions (CE) under the National Environmental Policy Act (NEPA) and where the total value of task or work orders does not exceed \$2,000,000 per year.
- The following program numbers are most commonly used for TSM&O projects:
  - 07: Traffic Operations – Traffic signal deployments and equipment replacement
  - 08: Traffic Systems – Traffic signal maintenance and traffic signal retiming, ITS freeway management, RISC, traffic engineering and operations consultants, operational support
  - TI: Intelligent Transportation System – Equipment replacement and operations
- Phase: Use phase applicable to the type of work.
- Projects must be programmed using one of the following work mixes:
  - 0714: Traffic Signal Update – Replacing some or all components of a traffic signal at an intersection to bring them up to the operations needs for the current intersection traffic needs. Traffic signal updates include: retrofit of adjustable pivotal hangers or computerized traffic signal system.
  - 0715: Traffic Engineering Study - A detailed examination and analysis of a transportation system to achieve the safe and efficient movement of people and goods on roadways. It focuses mainly on research for safe and efficient traffic flow, such as road geometry, sidewalks and crosswalks, cycling infrastructure, traffic signs, road surface markings and traffic lights.
  - 0716: Traffic Signals – Installation of new traffic signals.
  - 0717: Traffic Control Devices/Systems – Refers to an interconnected or non-interconnected (standalone) set of electronic traffic signals that provides for progression through intersections.
  - 0750: ITS communication systems - Projects include the planning, design, deployment and integration of communications infrastructure that support ITS. ITS communications media include: fiber optics, microwave radio and other infrastructure that are needed to support wide area or network use of other wireless technologies such as cellular digital package data

- (CDPD), dedicated short-range communications (DSRC), or Bluetooth networks and technologies. Examples of project names that should be identified with this work mix include: fiber optic network, microwave backbone, wireless networks, or connected vehicle (CV) networks.
- 0751: Other ITS - should be used for ITS projects that do not meet any of the other descriptions of ITS work mixes identified herein. The project description should contain the ITS market package identified in the statewide ITS architecture and national ITS architecture in the description of the project.
  - 0752: ITS surveillance system - projects that provide monitoring of traffic and roadway conditions or security of critical infrastructure such as bridges and traffic management centers. Projects identified in this category should be limited to surveillance or monitoring using closed-circuit television cameras, infrared sensors or motion sensors. Examples of project names that should be identified with this work mix include: video monitoring system, public security surveillance systems or infrastructure security surveillance system.
  - 0753: Transportation/Traffic management centers - facilities that may contain multiple agencies interested in the management and operations of transportation facilities and services. These centers are usually hubs for communications infrastructure and contain information systems that support the management and operations of facilities and services. Examples of project names that should be identified with this work mix include: regional transportation management center, traffic management center, traffic operations center, and transit management center.
  - 0754: Advanced traveler information systems (ATIS) - projects that include the planning, design and implementation of the integrated provision of data collection, data fusion and dissemination using multiple media (such as television, commercial or highway advisory radio, internet, telephone systems, email, mobile applications, social media platforms, and connected vehicle applications). Examples of project names that should be identified with this work mix include: FL511 (next generation advanced traveler information system), highway advisory radio (HAR) systems, 511 traveler information systems, fl511.com web site, data fusion system, and connected vehicle.
  - 0756: Freeway management systems - projects that include the planning, design, deployment and integration of roadside infrastructure such as vehicle detection devices, road weather information systems, closed-circuit television cameras and other sensors to monitor conditions along a freeway. These roadside devices are connected to a traffic management center using a communications media. In the traffic management center information is fused, analyzed and processed, using specialized software. Advisories and other information are then disseminated to users of the freeway using dynamic message signs, flashing beacon indicators, highway advisory radio and ATIS. Operations with the traffic management center support incident detection, verification, response and clearance. Other emergency management functions such as evacuation coordination also occur with the traffic management center. Examples of project names that should be

- identified with this work mix include: freeway and incident management systems, and advanced traffic management systems along limited-access facilities.
- 0757: TMC software and system integration - Traffic management centers require specialized computer software and hardware for data collection, data fusion and dissemination of real-time traffic and incident information from roadway ITS systems and the management and operations of these elements. Projects that should be identified using this work mix are those that primarily provide services related to software development, upgrade or integration of existing systems. Examples of project names that should be identified with this work mix include: TMC software development, system integration and software upgrade.
  - 0758: Innovative Technology Deployments (ITD)/Commercial vehicle information systems and networks (CVISN) - a federal program that brings all data on a commercial vehicle together in one location for the sharing of that data among state agencies. CVISN attempts to bring safety and credentials information from the agencies that regulate and issue credentials and safety checks to the roadside to assist commercial vehicle enforcement officers and inspectors in their day-to-day operations. These include individual safety inspections of trucks, safety audits at trucking terminals and in some cases automated by pass or electronic clearance of pre-approved commercial vehicles to stay on the mainline and out of state weight and safety inspection facilities. CVISN consists of three main components 1) electronic clearance; 2) roadside safety inspections; and 3) automated credentialing. Examples of project names that should be identified with this work mix include: commercial vehicle exchange window system (CVIEW), electronic credentialing system, electronic routing and permitting systems, and electronic payment systems for commercial vehicle operations (CVO).
  - 0760: Dynamic message sign (DMS) - devices that provide for the dissemination of information to the public at the facility level. Signs will be mounted over the roadway utilizing full span structures and/or cantilevered structures so that motorists will be able to get feedback on road conditions while traveling on a particular roadway facility. These signs will generally provide information to the motorists about incidents that have occurred that may impact travel and are available to provide motorists information regarding travel times and/or travel speeds. The signs have also been utilized to broadcast messages regarding child abductions, missing adults who have a mental impairment and to assist in the apprehension of those suspected in the death or injury of a law enforcement officer. Example of project names that should be identified with this work mix include: dynamic message sign deployment, changeable message sign deployment, and variable message sign deployment.
  - 0761: Arterial traffic management – Traffic signal systems that provide for the safe and efficient movement of traffic along urban arterials. These systems are characterized by the interconnection of signals and the use of computers to implement traffic patterns to maximize the throughput of traffic. These systems have the capabilities to receive information from the street through sensors that are either imbedded in the pavement or mounted on the side of the road to make decisions regarding the proper traffic pattern to

implement to best move traffic. These systems may include the use of CCTV cameras to monitor the traffic, dynamic message signs to provide feedback to the public, preemption for emergency vehicles, and prioritization for public transit.

- Funding Source:

TSM&O Project Type	Funding Source
Strategic Intermodal System (SIS)	Statewide ITS (DITS)
TSM&O work as part of a larger construction project	any eligible district allocated fund
ITS on Florida Turnpike	Turnpike or any eligible federal fund
ITS on Department owned express lane facilities	Expressway Funding (DSBx or TOxx) <b><i>*must be approved by Central Office</i></b>
TSM&O on the SHS	any eligible district allocated, federal or local fund
TSM&O off the SHS	any eligible federal fund

- Example: To program the installation of a new ITS communication system on I-75 Collier County:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	07	DITS	\$500,000	1	20XX

See Part IV, Federal Aid Programs, for further information on federal ITS requirements for authorizing ITS projects.

## **2. TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENTS**

- Item Description Example: *Maintaining Agency TSMCA*
- Transportation System: Projects must be programmed on a specific highway (system 01-04, 06) or FLP (system 08-11) transportation system. Regional transportation/traffic management centers should be programmed as non-system specific improvements (system 13).
- Item Group Identifier: The ITS group identifier must be used on all TSM&O projects.
- Work Mix: 0717 – Traffic Control Devices/Systems
- Example: To program a reimbursement to a local agency for traffic signal maintenance and operations.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
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88	01	08	DDR / DITS	\$500,000	1	20XX
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- If local agency chooses to opt out of the reimbursement agreement, the following should be programmed:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
72	01	00	D	\$500,000	1	20XX

### **3. ITS EQUIPMENT REPLACEMENT PROGRAM**

- Item Description Example: ITS Equipment Replacement
- Transportation System: Projects must be programmed on a specific highway (system 01-04, 06) or FLP (system 08-11) transportation system. Regional transportation/traffic management centers should be programmed as non-system specific improvements (system 13).
- Item Group Identifier: The ITS group identifier must be used on all TSM&O projects.
- Work Mix: 0751 – Other ITS
- Allocated through Schedule B TOTR, which is a zero tolerance target.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
92, 93, or 98	01	TI	DITS	\$500,000	1	20XX

- If Construction Engineering and Inspection (CEI) costs are not included in the initial request, costs will be covered using district allocated funds.

### **4. ITS PROGRAMMED WITHIN CONSTRUCTION**

- Projects that are funded as part of a larger construction project must include the appropriate ITS work mix as a minor work mix and use the ITS group identifier.
- Minor work type can be updated on the following Work Program Administration (WPA) screens:
  - Roadways: Location Work Mix - Road (WP11) screen
  - Airports: Location Work Mix - Airport (WP12) screen
  - Seaports: Location Work Mix - Seaport (WP13) screen

Example: (ITS as part of larger construction project): If ITS communications are being installed along with the renovation of a weigh station, the work mix on the Item Segment Definition (WP01) screen, for that item, would be relative to weigh station improvements; however, the minor work mix (0752 – ITS surveillance system) should be added to the Location Work Mix (WP11) screen in WPA to indicate the ITS communications work within the construction.

WP11	D_ Display Add Update DElete Location			
FDOT - Work Program Administration			06-06-2018	
Location Work Mix - Road			10:11:28	
			MORE:	
Item: 408231	Segment: 2	Geographic District: 05	County: 36	
Roadway Id: 36210000		SR No: SR 93	US No: I 75	
Beginning Point: 2.427		Ending Point: 3.155	Length: 0.728 MI	
Sel	Work Mix	Description	Quantity	Measure
-	0752	ITS SURVEILLANCE SYSTEM	1.000	EACH
-				

### 5. ITS OPERATIONS CONTRACTS

- Item Description Example: <Type of> Operations Contract
- Transportation System: Projects must be programmed on a specific highway (system 01-04, 06) or FLP (system 08-11) transportation system. Regional transportation/traffic management centers should be programmed as non-system specific improvements (system 13).
- Item Group Identifier: The ITS group identifier must be used on all TSM&O projects.
- Work Mix: Applicable work mix
- Allocated through Schedule B TOTI, which is a zero tolerance target.

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
82	01	TI	DITS	\$500,000	1	20XX

### 6. RAPID INCIDENT SCENE CLEARANCE (RISC)

- Item Description Example: *County or City* RISC
- Transportation System: Projects must be programmed on a specific highway (system 01-04, 06) or FLP (system 08-11) transportation system. Regional transportation/traffic management centers should be programmed as non-system specific improvements (system 13).
- Item Group Identifier: The ITS group identifier must be used on all TSM&O projects.
- Work Mix: 0751 – Other ITS

Example:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
82	01	08	DITS	\$500,000	1	20XX

## **7. SERVICE PATROL CONTRACTS**

- For service patrol contracts starting in fiscal year 2020, Districts must meet the Schedule B target (with no tolerance) using only the DSPC fund code. However, any eligible district allocated fund may be used on service patrol contracts but will not be counted toward the target.
- Phase: 82 or 88
- Program Number: 86
- Work Mix: 0062 – Service Patrol/FHP

## **C. REFERENCES**

Ten Year ITS Cost Feasible Plan:

[http://www.fdot.gov/traffic/ITS/Projects\\_Deploy/Ten-Year\\_CFP.shtm](http://www.fdot.gov/traffic/ITS/Projects_Deploy/Ten-Year_CFP.shtm)

Section [316.0745](#), F.S.

Procedure [750-000-005](#), Traffic Engineering Manual

[Rule 14-15.010](#), Florida Administrative Code (FAC), Manual on Uniform Traffic Control Devices

[Federal Aid Technical Bulletin](#) 15-02, LAP Agreement vs. JPA: Appropriate use in the Federal Aid Program



## **PART III - CHAPTER 41: FLORIDA TURNPIKE ENTERPRISE AND OTHER TOLL FACILITIES**

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## **PART III - CHAPTER 41: FLORIDA TURNPIKE ENTERPRISE AND OTHER TOLL FACILITIES**

### **A. TURNPIKE ENTERPRISE**

#### **1. OVERVIEW**

The Florida Turnpike Enterprise (turnpike enterprise) is exempt from selected departmental policies, procedures, and standards; however, it is not exempt from statutory requirements. It is the intent of the Legislature that the turnpike enterprise be provided additional powers and authority in order to maximize the advantages obtainable through fully leveraging the Florida Turnpike System (turnpike system) asset. The flexibility enables the turnpike enterprise to more easily pursue innovations as well as best practices found in the private sector in management, finance, organization and operations. The additional powers and authority are intended to improve cost-effectiveness and timeliness of project delivery, increase revenues, protect the turnpike enterprise's bondholders and further preserve, expand, and improve the turnpike system.

All expansion projects included in the turnpike system have been approved by the Legislature. Candidate expansion projects must conform to the turnpike enterprise master plan and be added to the Strategic Intermodal System prior to seeking approval from the Legislature. Expansion projects must be economically feasible; consistent to the maximum extent feasible with local government comprehensive plans, and reviewed by Department of Environmental Protection with a required statement of environmental feasibility.

Through fiscal year 26/27, the Florida Department of Transportation (department) shall program sufficient funds in the tentative work program such that the percentage of turnpike enterprise toll and bond financed commitments in Miami-Dade County, Broward County, and Palm Beach County as compared to total turnpike enterprise toll and bond financed commitments shall be at least 90 percent of the share of net toll collections attributable to users of the Florida Turnpike System in those counties. This requirement does not apply when the application would violate any covenant established in a resolution or trust indenture relating to the issuance of turnpike enterprise bonds.

The bond cap is set at \$10 billion outstanding for those projects as defined in Section [338.2275](#), Florida Statutes. The department is authorized to use turnpike enterprise revenues, the State Transportation Trust Fund (STTF) monies allocated for turnpike enterprise projects, and bond proceeds to finance any approved projects in the turnpike enterprise's work program.

Schedule B targets will not be issued for the turnpike enterprise.

#### **2. GENERAL PROGRAMMING GUIDELINES**

- See the following program plan crosswalk link below for the appropriate transportation system, program number, phase and fund combinations.

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>

- For turnpike improvement construction, use program number 02, transportation system 02 and phase 52.
- For turnpike toll equipment purchase use program number 48, transportation system 02 and phase 93 (capital purchase).
- Use program number 02, phase 52 and transportation system 02 for turnpike rehabilitation other than resurfacing and bridge rehabilitation and replacement.
- For fixed capital outlay (FCO), use program number 37 and transportation system 12 (facilities). The turnpike enterprise FCO program is subject to the same level of review and control as are other department buildings. Turnpike enterprise buildings, which are not involved in the collection of turnpike revenue or not directly related to a specific turnpike project, will be considered part of the department's FCO program. More specifically, those buildings on the turnpike system, which are primarily administrative in nature and are not associated with collection of turnpike revenue, such as toll plazas, sales facilities, service stations or facilities required for the operations of a specific revenue producing project, are included in the department's FCO program.
- The turnpike enterprise uses the following funds for programming:

PKYI	Turnpike Improvement
PKYR	Turnpike Renewal and Replacement
PKYO	Turnpike Operations
PKBD	Turnpike Master Bond Fund – fund to be used on projects with a life expectancy of 30 years or greater, at this time
PKM1	Turnpike Maintenance
PKLF	Turnpike Local Support
PKED	Turnpike Economic Development – 2012 Senate Bill 1998

### **3. TOLL OPERATIONS - TURNPIKE ENTERPRISE FACILITIES**

#### **a. Overview**

The Office of Turnpike Toll Operations is responsible for programming and maintaining toll facilities operation phases.

PKYO funds will be programmed for turnpike toll operations activities on the turnpike. The Office of Turnpike Toll Operations is responsible for coordinating with the turnpike enterprise concerning PKYO Funds.

#### **b. Programming Guidelines**

- Financial sequences will be established under one item segment.

Sequence 01	Seminole I and II
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Sequence 02	Beachline West
Sequence 03	Veterans
Sequence 04	Northern Coin
Sequence 05	Central Ticket
Sequence 06	Southern Coin
Sequence 07	HEFT
Sequence 08	Southern Connector Extension
Sequence 09	Polk
Sequence 10	Unassigned
Sequence 11	Suncoast
Sequence 12	Western Beltway "C"
Sequence 13	Other Toll Facilities/ OOLEGO
Sequence 14	First Coast Expressway
Sequence 15	I-4 Connector
Sequence 16	Beachline East

- Use program number 48 for toll facilities.
- Use phase 81 for in-house.
- Use phase 82, program number IS for in-house operations consultant.
- Use phase 82, program number 48 for toll operations contracts.
- Use transportation system 02.
- Use appropriate distribution area for toll and turnpike enterprise facilities.

See the Overview of Major Programs chapter in Part IV, Federal Aid Programs for further information.

## **B. NON-TURNPIKE TOLL FACILITIES**

### **1. OVERVIEW**

Section [338.165](#), F.S., authorizes the department to use excess revenue for the construction, maintenance, or improvement of any road on the State Highway System; and to request the Division of Bond Finance to issue bonds secured by toll revenues collected on the Alligator Alley and the Sunshine Skyway Bridge to fund transportation projects located within the county or counties in which the toll facility is located and contained in the adopted work program of the department.

Section [338.166](#), F.S., authorizes the department to use excess revenue for the construction, maintenance, or improvement of any road on the State Highway System or to support express bus service on the facility; and to request the Division of Bond Finance to issue bonds secured by toll revenues collected on high-occupancy toll lanes or express lanes established on facilities owned by

the department to fund transportation projects on any road on the State Highway System (SHS) within the county or counties in which the toll revenues were collected.

Section [339.08 \(1\)\(g\)](#), F.S., allows the STTF to lend or pay a portion of the operating, maintenance, and capital costs of a revenue-producing transportation project on the State Highway System (SHS). When funds are loaned from STTF for the initial construction of a toll facility or to pay operations period costs, a Memorandum of Agreement (MOA) will be entered between the District receiving the funds and Central Office (Comptroller and Director of Work Program). This will become a debt of the revenue producing project (toll or express lane facility) where available revenues after payment of operations and maintenance costs will reimburse STTF for the debt accrued. The MOA will cover the costs of the tolled portion only. The MOA will be effective from time of allocation until the debt is fully repaid.

## 2. GENERAL PROGRAMMING GUIDELINES

When programming toll funds (DSBX, TMXX, TOXX), the appropriate distribution area must be completed. See chart for the distribution area code.

### TOLL FACILITY SYSTEMS LIST

<u>Distribution Area</u>	<u>Facility Name</u>	<u>Toll Operations</u>	<u>Maintenance</u>	<u>Capital Improvement</u>	<u>Existing RCI Location</u>	<u>County/Section</u>
<b>SUNSHINE SKYWAY</b>						
SKWYMA	Sunshine Skyway Bridge(Manatee Co)	TO01	TM01	DSB1	9.768-11.982	13130
SKWYPI	Sunshine Skyway Bridge (Pinellas Co)	TO01	TM01	DSB1	0-8.874	15170
SKWYBD	Sunshine Skyway Bridge – Bonds			DSB1		
SKYOFF	Sunshine Skyway Bridge – Off Facility	TO01	TM01	DSB1		
<b>EVERGLADES PARKWAY (Alligator Alley)</b>						
EVGLCO	Everglades Parkway (Collier Co)	TO02	TM02	DSB2	0-49.263	03175
EVGLBR	Everglades Parkway (Broward Co)	TO02	TM02	DSB2	19.578-45.41	86075
MM63FS	Alley Mile Marker 63 Fire Station			DSB2	11.701-12.755	03175
<b>PINELLAS BAYWAY</b>						
PINBWW	Pinellas Bayway	TO03	TM03	DSB3	0-9.839	15200
<b>I-95 EXPRESS</b>						
I95EXB	I-95 Express (Broward Co)	TOBD	TMBD	DSBD	14.160-13.800	87270
I95EXD	I-95 Express (Miami-Dade Co)	TOBD	TMBD	DSBD		
I95EXP	I-95 Express (Palm Beach)	TOBD	TMBD	DSBD		
95OFFM	I-95 Express – Off Facility (Miami-Dade Co)	TOBD	TMBD	DSBD		
95BDPY	I-95 Express Bond Repayment	TOBD	TMBD	DSBD		
95OFFB	I-95 Express – Off Facility (Broward Co)	TOBD	TMBD	DSBD		
95OFFP	I-95 Express – Off Facility (Palm Beach)	TOBD	TMBD	DSBD		
<b>MID-BAY BRIDGE</b>						
MIDBAY	Midbay Bridge	TO07	TM07	DSB7	.982-4.736	57518
MIDBAY	Toll Plaza	TO07	TM07	DSB7	4.736	57519
<b>SANTA ROSA BAY BRIDGE AUTHORITY</b>						
GARCON	Garcon Point	TOBC	TMBC	DSBC	0-10.941	58170
<b>CENTRAL FLORIDA EXPRESSWAY (Formerly OCEA)</b>						
HOLLEW	East-West Expressway	TO11	TM11		0-13.652	75008

	<u>Distribution Area</u>	<u>Facility Name</u>	<u>Toll Operations</u>	<u>Maintenance</u>	<u>Capital Improvement</u>	<u>Existing RCI Location</u>	<u>County/ Section</u>
	HOLLEW	E/W - NW EXT SR 50 TO EXW	TO11	TM11		0-0.848	75048
<b>I-595</b>	I595	I-595	TOBF	TMBF	DSBF	0-10.407	86095
<b>I-75</b>	I75BRO	I-75 managed lanes (Broward Co)	TOBG	TMBG	DSBG		
	I75DAD	I-75 managed lanes (Dade Co)	TOBG	TMBG	DSBG		
<b>I-4</b>	I4MLAP	I-4 ML Availability Payments	TOBH		DSBH		
	I4ORAN	I-4 managed lanes (Orange Co)	TOBH	TMBH	DSBH		
	I4SEMN	I-4 managed lanes (Seminole Co)	TOBH	TMBH	DSBH		
<b>Palmetto</b>	PALMET	Palmetto managed lanes	TOBI	TMBI	DSBI		
<b>I-295</b>	I295EX	I-295 Express lanes	TOBJ	TMBJ	DSBJ		
<b>Wekiva</b>	WEKIVA	Wekiva Parkway	TOBW	TMBW	DSBW		
<b>Tampa Bay Next</b>	TBXHFB	Tampa Express Lanes-HF Bridge	TOBK	TMBK	DSBK		

The roadway section on the Item Segment Location – Road (WP07) screen must be entered on these projects. See the Location Information chapter of these Instructions for more information.

### **3. CAPITAL IMPROVEMENTS – NON-TURNPIKE TOLL FACILITIES**

#### **a. Overview**

DSBX funds are programmed on projects with the expectation of being reimbursed through toll revenues. Levels of DSBX funding are established by the Project Finance Office in coordination with the Office of Work Program and Budget. DSBX funds are allocated to each applicable revenue-producing facility, using the following fund codes:

CODE	DESCRIPTION
DSB0	Unallocated to facility (box or statewide items, e.g. Sunpass tags)
DSB1	Sunshine Skyway
DSB2	Everglades Parkway (Alligator Alley)
DSB3	Pinellas Bayway
DSB7	Mid-Bay Bridge Authority
DSBC	Garcon Point
DSBD	I-95 Express Lanes in Dade, Broward and Palm Beach Counties
DSBF	I-595 Express Lanes
DSBG	I-75 Express Lanes in Broward and Miami-Dade Counties
DSBH	I-4 Express Lanes
DSBI	Palmetto Express Lanes
DSBJ	I-295 Express Lanes
DSBT	Turnpike Enterprise (for equipment maintenance and data center engineering to turnpike enterprise; also used for advance acquisition with funds being provided from STTF)
DSBW	Wekiva Parkway
DSBK	Tampa Bay Express Lanes

Please contact the Project Finance Office before programming of any DSBX funds.

**b. Finance Plans for Toll and Express Lane Facilities**

- Toll facility finance plans are developed by the Project Finance Office in coordination with the District to plan for all sources and uses of revenues for the facility over time. The initial finance plan includes forecasted revenues from the Traffic and Revenue study provided by Florida’s Turnpike Enterprise. Costs are limited to tolled portions of the facility only and include programmed construction projects or debt service payments, and cost forecasts developed by the district for operations, maintenance, and renewal and replacement.
- Once the facility is open to traffic, the finance plan is updated throughout the year.
  - The traffic and revenue forecast is updated annually by Florida’s Turnpike Enterprise. This update is paid for by the revenues of the facility and programmed by the Office of Turnpike Toll Operations.
  - Operating, maintenance and other projects included in the Work Program are updated at each snapshot.
  - Forecasts for costs beyond the 5 year Work Program are coordinated with the District and Central Office representatives.
- Any projects added using DSBX funds must be financed in both the Facility’s finance plan, as well as the Department’s finance plan.

**c. DSBX Fund Allocation for Constructing New Facilities**

- Any new toll or express lane facility will be allocated DSBX funds from STTF for construction of the facility, including design and CEI funding.
  - Facility expenditures will accrue as Long Term Debt to STTF. The debt due will be tracked by the Comptroller’s Office.
  - Repayment of debt will occur after payment of operations and maintenance of the facility until debt is repaid.
  - Following debt service in the flow of funds, the anticipated costs of renewal and replacement for the toll facility will be considered in planning for allocations of toll revenues.
  - Once debt is fully repaid and future costs are accounted for, any excess revenue can be used in accordance with statute (FS 338.165 for toll facilities and FS 338.166 for express lane facilities). Secretary approval is required prior to use of excess revenue.
- PAR adjustments will be coordinated with the Work Program and Budget Office and the Project Finance Office.

**d. Programming Guidelines**

- DSBX funds should only be used to program the initial construction of a toll facility, periodic repair, rehabilitation and capital improvement. DSBT should be used to program turnpike toll equipment systems and development activities.
- When programming item segments, project descriptions should include the “to” and “from” roadway milepost marker numbers for turnpike toll facility identification for applicable roadway projects. When setting up financial projects for capital improvements, also set up a financial project for maintenance at the same time. (See the instructions for TMXX funds in the Maintenance section of this chapter.)
- As a general rule, DSBX funds may be used for in-house and contract planning, preliminary engineering, right of way, construction, toll collection equipment acquisition, equipment maintenance and construction engineering and inspection phases(See Section [338.165](#), F.S.).
- All programmed items must be in accordance with all applicable bond covenants, state statutes and [Title 23, USC, Section 129](#). (See Part IV, Federal Aid Programs, of these instructions for more information.)
- All programmed items must be supported by documentary evidence delineating the terms of the reimbursement of state funds from future tolls to the department. This support must be provided to the Project Finance Office as part of the annual central office review.
- Any additions or changes to the work program on projects that will impact toll facilities must be coordinated through the Office of Turnpike Toll Operations and the Project Finance Office. Changes or additions to projects that will have an impact on roadways are to be coordinated through the districts and the Project Finance Office.
- Additions or changes to items with DSBX funds need to be reviewed by the Work Program Development and Operations Office and the Project Finance Office prior to being made in the work program to ensure the appropriate funding and budgeting is available. Send all DSBX fund request to the Toll Facilities Financial Analyst.
- Work on a toll (non-turnpike) roadway is to be accomplished using funds normally distributed by need, e.g. resurfacing or bridge repair. These funds will come from offsets to district allocated funds for bridge repair and resurfacing. The DS or BRRP funds will be subtracted from Schedule A in a like amount. Projects should be programmed initially with the DS or BRRP funds in accordance with the needs as identified by the pavement condition survey or Bridge Management System. The adjustment of DS or BRRP funds for DSBX funds will be coordinated through the Work Program Development and Operations Office and made after Schedule A has been issued. If this work is to be performed on a toll roadway that is part of the interstate system, an offset will need to be coordinated with the Office of Work Program and Budget using DI funds.



- Statewide managed funds used to construct or fund a non-turnpike toll or express lane facility will be allocated from the Work Program and Budget Office in coordination with the Project Finance Office. Projects should be programmed initially with these funds (i.e. DI, DIS, STED, etc.). The adjustment for these funds to DSBX in Schedule A will be coordinated through the Work Program Development and Operations Office. This is to ensure that STTF will be reimbursed for all state funds used on a non-turnpike toll or express lanes facility.
- Costs for toll equipment repair and data center engineering are originally programmed and encumbered under DSBO, and costs are then distributed to all turnpike toll and turnpike enterprise facilities. The DSBT fund was created to accept the cost distribution for the turnpike enterprise.
- Use phase 93 and DSBX funds for purchase of toll equipment. Use phase 53, program number 02, transportation system 04, and DSBX funds for purchase of toll equipment if it is related to construction projects.

#### **4. MAINTENANCE – NON-TURNPIKE TOLL FACILITIES**

##### **a. Overview**

TMXX funds are used to identify when projects within targets for routine maintenance are state funded with the planned expectation of being reimbursed at a future date through toll revenues. Activities programmed with TMXX funds must be on a toll facility roadway system and represent routine maintenance activities.

##### **b. Programming Guidelines**

- Project descriptions should include “to” and “from” roadway milepost marker numbers for turnpike toll facility identification. All phases should be programmed in compliance with the program plan crosswalk (i.e. transportation system, program numbers, phases, funds and budget category). Charges should be directly to the facility. The program plan crosswalk can be found at the following link:

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>

- Maintenance work for toll facility roadways should be programmed using the same phases and program numbers as the SHS. Unique fund codes (listed below) will be programmed on maintenance activities related to toll roadways to facilitate reimbursement from toll revenues. In the case of districtwide activities, such as mowing or asset maintenance contracts, a project should be split-funded to reflect that toll roadways are also included. A separate financial project funded with toll funds should be established prior to work beginning to account for charges related to toll facility maintenance.
- The following fund codes should be used to program toll facility roadway maintenance:

<u>CODE</u>	<u>DESCRIPTION</u>
-------------	--------------------

TM01	Sunshine Skyway
TM02	Everglades Parkway (Alligator Alley)
TM03	Pinellas Bayway
TM04	Miami-Dade Expressway (MDX)
TM06	Tampa-Hillsborough Expressway Authority
TM07	Mid-Bay Bridge Authority
TM11	Central Florida Expressway
TMBC	Garcon Point
TMBD	I-95 Express lanes in Dade, Broward and Palm Beach Counties
TMBF	I-595
TMBG	I-75 Express lanes in Broward and Miami-Dade Counties
TMBH	I-4 Express lanes
TMBI	Palmetto Express lanes
TMBJ	I-295 Express Lanes
TMBW	Wekiva Parkway
TMBK	Tampa Bay Express Lanes

- The state maintenance engineer is responsible for reviewing the projects/activities programmed with TMXX funds and ensuring they are valid routine maintenance activities on a toll facility (non-turnpike) consistent with targets published in Schedule B. This review must be completed prior to the close of the tentative work program development cycle and should include coordinating with the district/turnpike enterprise maintenance engineers to resolve any discrepancies.
- TMXX funds shall only be used to program routine maintenance activities (not periodic repair or rehabilitation activities) on toll facility roadways. Repairs to toll facility buildings are funded as operational expenditures and charged to the appropriate toll facility as an operating cost. These repair needs will be coordinated by the Toll Operations Office. (See the chart titled “Toll Facility Systems List” in this chapter for the valid list for programming TMXX funds).

## **5. TOLL OPERATIONS – NON-TURNPIKE FACILITIES**

### **a. Overview**

TOXX funds are used to cover toll operation activities such as toll collections. In a number of instances state funds are initially used, then reimbursed by toll facilities or set up as a long-term receivable, depending on the bond and/or other agreements. In the case of the Santa Rosa Sound Bridge (Pensacola Beach Bridge), the department pays the insurance coverage in accordance with an agreement approved in 1993, and then periodically invoices Escambia County for the actual costs of the premiums. State funds (D) are programmed on item segment 0001541 to cover the payment. Activities programmed with TOXX funds must be on a toll facility (non-turnpike). The Office of Turnpike Toll Operations programming all toll operating activities and the districts programming Express Lane Operations activities will utilize the following funds.

<u>CODE</u>	<u>DESCRIPTION</u>
TO01	Sunshine Skyway
TO02	Everglades Parkway (Alligator Alley)
TO03	Pinellas Bayway
TO04	Miami-Dade Expressway (MDX)
TO06	Tampa-Hillsborough Expressway Authority
TO07	Mid-Bay Bridge Authority
TO11	Central Florida Expressway
TOBC	Garcon Point
TOBD	I-95 Express lanes in Dade, Broward and Palm Beach Counties
TOBF	I-595
TOBG	I-75 Express lanes in Broward and Miami-Dade Counties
TOBH	I-4 Express lanes
TOBI	Palmetto Express lanes
TOBJ	I-295 Express Lanes
TOBW	Wekiva Parkway
TOBK	Tampa Bay Express Lanes

**b. Programming Guidelines**

There will be unique work program items for each facility. Budget to support these activities is requested annually in the Legislative Budget Request.

- Use transportation system 04.
- Use program number 48 on phases 81 and 8B.
- Use phase 81 for in-house.
- Use phase 8B and TOXX funds for contracts for services.
- Use work mix 0123 (toll plaza).
- Use phase 82, program 48 for toll operations contracts.



## **PART III - CHAPTER 42: UTILITY WORK**

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## **PART III - CHAPTER 42: UTILITY WORK**

### **A. OVERVIEW**

Utility owners serving the public have a common obligation to provide their services in a cost effective manner. The Florida Department of Transportation coordinates its planning of highway projects with possible affected utilities to support relocation if necessary. Coordination begins early between FDOT and Utility/Agency Owners (UAO) and continues through the project development process and construction in order to help reduce costs, delays, interruption of utility services, and public inconvenience.

### **B. PROGRAMMING GUIDELINES**

The district utility office must obtain a determination by the Office of General Counsel as to whether the FDOT or the utility will pay for required utility work. The district utility office will notify the district work program manager to program the funds per the following:

#### **1. UAO PERFORMS UTILITY WORK AT DEPARTMENT'S EXPENSE**

Program funds to pay for the UAO's costs for performing reimbursable utility work as follows:

- Preliminary Engineering-Utility - program phase 36 to fund the UAO's engineering costs required to provide the department an estimate for the needed utility relocation and/or adjustment. The district utility office will ensure these costs are not re-submitted in the utility work estimates for the relocation and/or adjustment.
- Relocation and/or Adjustment-Utility - program phase 56 for utility relocations and/or adjustments for work to be completed before and/or during the construction phase. Use the same financial program number as the construction phase. Phase 56 funds may include design costs not previously programmed.

#### **2. RIGHT OF WAY ACQUISITION - UTILITY**

- Program phase 46 for reimbursement to the UAO for costs it incurred purchasing easements
- Program phase 46 with the same program numbers as phase 43, Right of Way Land Acquisition (covers costs for replacement easements only).

#### **3. UTILITY WORK BY HIGHWAY CONTRACTOR (UWHC)**

Program funds to pay the department's contractor for performing utility work as follows:

- UWHC agreements - program phase 56 using Local Funds (LF). Establish a separate financial sequence for each UWHC agreement related to phase 56.
- Construction Support - program phase 6X for Construction Engineering and Inspection (CEI)/Construction Engineering Administration (CEA) work. Use either phase 61 and/or phase 62 based on how the CEI/CEA will be performed according to the terms of each UWHC agreement and district preference.

#### **4. UTILITY DEFAULTS**

Per [337.404](#) F.S, when a UAO does not perform utility work in accordance with their agreement with the department, the department must seek authorization to have utility work performed by department contractor(s). The district utility office will contact the district work program manager via e-mail (send copies to the Office of the Comptroller, General Accounting Office, and LFA Coordinator).

When the utility work involves future year funds:

- The district work program manager will change the programmed funds from LF to Local Funds - Default (LFD), or add LFD if required. LFD represents state funds used to pay the department's contractor to perform the utility work,
- LFD estimates will remain and be adjusted annually for funds received until the department receives all funds due or they are determined to be the department's responsibility.
- After the end of the fiscal year, the Office of the Comptroller Local Funds Section will notify the work program manager of any amounts collected from the UAO over the past fiscal year,
- Upon receipt of funds, district work program managers will reduce the LFD estimate and increase the LF estimate by the same amount.
- LFD reflects amounts due, while LF reflects amounts paid.
- Estimates will remain in their original program years.

Example: The department is authorized under [337.404](#) F.S. to have the department's contractor relocate a water main:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
56	01	02	LFD	\$70,000	1	20XX

When the utility work involves current year funds:

- The district work program manager will change the funds programmed from LF to Local Funds - Unforeseen (LFU) or add LFU funds if required
- Program phase 56 using LFU funds, allocation type 1 - program the same amount of district allocated funds, allocation type 6 with a sequence 99. The additional fund code allows for separate tracking to ensure an offset exists for district allocated funds. The LFU fund code represents utility work funded up front with district allocated funds during a utility default
- The department will recoup utility relocation costs per Florida statute
- LFU estimates will remain and be adjusted annually for funds received until the department receives all funds due
- After the end of the fiscal year, the Office of the Comptroller Local Funds Section will notify the work program manager of any amounts collected from the utility over the past fiscal year
- Upon receipt of funds, the district work program managers will reduce the LFU estimate and increase the LF estimate by same amount

- If an adjustment occurs in a prior year, district work program managers will also request the Office of Work Program and Budget (OWPB) to put the funds back on the district's PAR
- The LFU reflects amounts due, while LF reflects amounts paid
- Estimates are to remain in their original program years

Example: Same example as above, except in current year:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
56	01	02	LFU	\$70,000	1	20XX
56	99	02	DDR	\$70,000	6	20XX

## 5. UNSCHEDULED UTILITY WORK

Per [337.404](#) F.S., if utility work becomes known during the construction phase, the department may seek authorization to have utility work performed by department contractor(s). The district utility office will contact the district work program manager via e-mail (send copies to the Office of the Comptroller, General Accounting Office, and LFA Coordinator).

- The project manager will request via email (copies to Office of the Comptroller, and OWPB) that their work program office program LFU funds. Request will occur no later than the next business day. The e-mail should provide the contract number, project, supplemental agreement number, the utility and amount of the work order,
- District work program office will program a phase 56, with LFU, allocation type 1 - program the same amount of district allocated funds, allocation type 6 with a sequence 99. The additional fund code allows for separate tracking to ensure that an offset exists in district allocated funds,
- The department may pursue reimbursement for costs for which the UAO is responsible per [337.403](#) F.S. and [337.404](#) F.S.,
- LFU estimates will remain and be adjusted annually for funds received until the department receives all funds due,
- After the end of the fiscal year, the Office of the Comptroller Local Funds Section will notify the work program manager of any funds collected from the utility over the past fiscal year,
- Upon receipt of funds, district work program managers will reduce the LFU estimate and increase the LF estimate by the same amount,
- District work program managers will reduce the same amount of district allocated funds, allocation type 6 on the sequence 99,
- If an adjustment occurs in a prior year, district work program managers will also request the Office of Work Program and Budget (OWPB) to put the funds back on the district's PAR
- LFU reflects amounts due, while LF reflects amounts paid,
- Estimates will remain in their original program years.

Example: During construction, a water line on the state right-of-way is discovered:

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
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56	01	02	LFU	\$70,000	1	20XX
56	99	02	DDR	\$70,000	6	20XX

**6. UTILITY WORK PERFORMED ON DESIGN-BID-BUILD & DESIGN BUILD PROJECTS**

<b>Utility Work</b>				
<b>Reimbursable:</b>	Phase 52	Phase 56	Phase 36	Funding Source
By highway contractor		X		State or Federal
By UAO		X		State or Federal
<b>Non- Reimbursable:</b>				
Betterment by highway contractor		X		Local
Promissory note or no agreement with local and relocation by highway contractor		X		Local
By highway contractor for minor work including manhole, valve box adjustments and meter box adjustments. Use sequence 02 thru 99.	X			Local
By highway contractor for relocation of utilities such as gas lines, water lines, sewer lines, etc.		X		Local
<b>Preliminary Engineering for Utility Relocation or Adjustment</b>				
Reimbursable PE by UAO			X	State or Federal

**C. REFERENCES**

23 CFR [645.107](#)

Section [337.403](#), F.S.

Section [337.404](#), F.S.

Section [337.27](#), F.S.

Procedure [710-010-050](#), Utility Work Agreements and Certification Process

Procedure [710-010-130](#), Utility Invoicing



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**PART III - CHAPTER 43: WEIGH STATIONS**

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**PART III - CHAPTER 43: WEIGH STATIONS****A. OVERVIEW**

Title 23, U.S.C. - Highways requires that each state certify that it is enforcing and complying with the provisions of section 127(d) of Title 23 and Section 411(f) of the Surface Transportation Assistance Act of 1982 (49 USC App. 2311(j)). Section 127(d) of Title 23 relates to the vehicle weight limitations on the interstate system. The weigh station program provides the facilities, technology, and equipment to maintain the day-to-day weight enforcement operations for the Florida Department of Transportation (department). Weight enforcement operations are a centralized function of the Motor Carrier Size and Weight (MCSAW) Office.

The department's statewide weigh station program supports the rehabilitation of existing weigh stations and supports the deployment of new technology to improve the efficiency of commercial motor vehicle movements on the state roadways.

Funding for the weigh station program consists of "off-the-top" interstate funds (DWS) to cover future weigh station upgrades, replacement, rehabilitation and technology deployment needs.

The program's rehabilitation needs were identified in the MCSAW statewide weigh station asset inventory and inspection, completed in 2017. Future technology deployments were identified and are documented in the MCSAW Strategic Plan. Project priorities are set on a statewide basis and are based on the asset inventory and inspection documents along with coordinated input from other FDOT Offices, including Transportation Data Analytics and Freight, Logistics, and Passenger Operations.

The MCSAW office is responsible for production and coordination for all Static, Weigh-in-Motion, and Virtual Weigh Station design, construction, and consultant engineering and inspection, as well as production and coordination of support in the areas of right of way, utilities, geotechnical surveys and analysis, environmental, plans review, specifications, estimates, legal reviews, etc. The MCSAW office is also responsible for the maintenance of its technology infrastructure, including roadside devices and virtual and static scales.

See Part IV for further information on federal requirements for authorizing projects.

ITD (formerly CVISN): Innovative Technology Deployment refers to the information system elements that support commercial vehicle operations. ITD includes information systems owned and operated by governments, carriers, and other stakeholders. ITD may receive funding grants from the Federal Motor Carrier Safety Administration (FMCSA). FMCSA grants are executed from the Washington D.C. office directly to the grant recipient (not administered through FHWA).

**B. PROGRAMMING GUIDELINES**

Transportation system: Use Appendix D of these instructions for the appropriate transportation system.

MCSAW projects will generally be programmed using one of the following work mixes:

- 0111: MCO Weigh Station Static Only
- 0112: MCO Weigh Station Static/WIM

Design, Construction, and CEI for Weigh Station Reconstruction and Technology Construction will be funded by MCSAW (DWS funds) and managed through Central Office and/or the Districts, depending on the project size. Work mix for reconstruction includes buildings, roadway, lighting, signage, and pavement markings.

Work mix for technology includes devices, fiber optic communications, and electrical work to install such equipment.

**Work Program Instructions**

**Tentative Work Program – FY 19/20 – 23/24**

**September 12, 2018**

MCSAW routine scale maintenance and technology maintenance (M&O Contracts) projects must be programmed using phase 72.

MCSAW miscellaneous equipment and equipment replacement must be programmed using phase 93.

In-house phases (31, 41 and 61) that are required should be programmed using DIH funds. Contractual phases and equipment replacement (phase 93) will be programmed using DWS funds.

Example: To program construction of the I-75 mainline screening in Sumter County, you would use applicable transportation system, work mix, phase, program number, DWS fund code; and allocation type of 1.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
52	01	07	DWS	\$3,500,000	1	20XX

**C. REFERENCES**

[Title 23 U.S.C 127](#)



## **PART III - CHAPTER 44: WORK PROGRAM ADMINISTRATION (WPA) SCREENS AND REPORTS**

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# PART III - CHAPTER 44: WORK PROGRAM ADMINISTRATION (WPA) SCREENS AND REPORTS

## A. ACCESSING WPA

The Work Program Administration (WPA) system can be accessed through the Main Frame Supersession main menu by selecting “FM – Financial Management System.”

```
_____ Actions Options Commands Features Help
-----
CL/SUPERSESSON Main Menu          More: +

Select sessions with a "/" or an action code.

  Session ID  Description                      Type      Status
  -----
- TSO         TSO/E                                     Multi
- FM         Financial Management System             Multi    Active
- PCR         Pavement Coring Report                 Multi
- EED         EED System                             Multi

Command ==>                               DOT1/LTIP9I9A
Enter  F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action
```

Once in FM, select option “3” for Work Program Administration (WPA).

```
FM                                     06-06-2018
                                       10:41:17

          FDOT - Financial Management System
          Main Menu

Input Menu Item and Press ENTER: 3

1. Federal Programs Management (FPM)
2. Project Cost Management (PCM)
3. Work Program Administration (WPA)
4. Accounts Receivable Invoicing (ARI)
5. SAMAS Tables (STP)

F1=Help F15=Logoff
```



**B. MAIN MENU**

The first screen encountered in WPA is the Work Program Administration Main Menu. From this screen, you can access information regarding all FDOT projects programmed throughout the state.

The Item/Segment Definition (WP01), Item Segment Phases (WP04), and Phase Financial Summary (WP21) screens provide the most commonly requested work program information; however, the menu provides a short description of the information provided by all WPA screens.

```
WPA      _ Federal_Programs Project_Cost
-----
                        FDOT - Work Program Administration      06-06-2018
                        Main Menu                                10:42:40

Input menu item and press ENTER: _

  1. Item/Segment List      (WP02)  15. Project Cost History      (WP19)
  2. Item/Segment Definition (WP01)  16. Pending Phase Changes    (WP26)
  3. Item Comments          (WP33)  17. Amendment List          (WP34)
  4. Item Segment Phases    (WP04)  18. Amendment Definition     (WP24)
  5. ITEM SEGMENT LOCATION MENU (WP31)  19. Amendment Status History (WP25)
  6. Item Segment Group      (WP03)  20. Fund Projections         (WP27)
  7. Item Segment Status History (WP05)  21. Budget Allocations       (WP66)
  8. Item Segment Change History (WP06)  22. Annual Projections       (WP67)
  9. Phase Estimate Detail    (WP20)  23. WP CODE TABLES MENU     (WP30)
 10. Phase Financial Summary  (WP21)  24. WP VALIDATION TABLES MENU (WP35)
 11. Authorization Request    (WP36)  25. Station Definition       (WP50)
 12. * AC Conversion moved to FAMS *
 13. Financial Project Location (WP23)  26. Emergency Event Detail   (WP63)
 14. Production Project Manager (WP32)  27. Emergency Event List     (WP64)

F1=Help F3=Exit F15=Logoff
```

The Main Menu also provides a link to the WP Code Tables Menu (WP30) screen which is an electronic version of the information provided in Appendix D of the Work Program Instructions.

**C. BASIC WPA SCREEN INFORMATION**

At the top of each WPA screen there is a header that is separated from the remainder of the screen by a blue line. In the header, above the blue line, there is a command line and all options available for that screen. To execute these options the user can input the CAPITAL LETTER/s of the available option in the command line.

For example: If there is an option to “Display,” the user would enter a “D” in the command line. If there is a “ChangeHist” option to review the change history of an item, the user would enter “CH” in the command line.

Function “F\_” keys are used to navigate through the WPA system. Each available function key and its function definition are provided at the bottom of the screen.

For example: “F3” will exit your current screen and “F5” will refresh your screen to original programming and undo any changes, as long as you have not pressed the enter key and successfully updated your changes.

If you know a specific WPA screen that you would like to view, you can skip the menu and go directly to that page by pressing the “Pause/Break” key on your keyboard to clear your entire screen and then type in the screen name you want.

For example: If you know that you want to view the information on a WP04 screen, you could press “Pause/Break” and then type “WP04” to bring up a blank WP04screen. From this point you would enter the item number you would like to view.

Note: You must have update capability to change any programming in the work program. This access is usually limited to work program and federal aid employees.

## D. FREQUENTLY USED WPA SCREENS

### 1. WP01 – ITEM/SEGMENT DEFINITION SCREEN

The WP01 screen provides the most basic information regarding the description, location, and management of a project.

WP01	Display	Update	Item_Comm	Phases	Group	
Seg_Comm	Location	Change_Hist	Status_Hist	Phase_Est	Phase_Sum	
					Items	Rel_Item
FDOT - Work Program Administration					06-06-2018	
Item/Segment Definition					10:43:31	
					More: +	
Item: 222590	Segment: 2	Item Managing District: 03	Box Item: N (y/N)			
Geo District: 03	County: 55	LEON	Project Mgr: LISA STONE			
Trans System: 01	INTRASTATE INTERSTATE		Contract Type: 1			
Work Mix . . : 0213	ADD LANES & RECONSTRUCT		Measure Type : E			
Status . . . : 100	LINE ITEM COMPLETED		As of: 01-23-2012			
Box Code . . : FC	EMRG: _____	Related Items: Y	Old Item Number: _____			
Description :	(Version: Displayed - AD ADOPTED		Requested - G1 )			
SR 8 (I-10) FROM EAST OF REST AREA TO PVT CHANGE W CR 361						
Work Length: 5.107	Project Length: 5.199 MI					
Item Segment Comments			Type (1=xdesc, 2=misc)			
MULITLANE 6 L; BID=A+B & DAMAGE RECOVERY; DRB			2			
RAMP MODIFICATIONS,HIGH MAST LIGHTING & TURN L @ CAP CIR NW			2			
R/W EST 04/04/06; S/O PD&E 2225901; 9,283' NOISE WALLS			2			
WIDEN 046 & 047 CSX R/R, 048 & 049 CR 157A MISSION ROAD			2			
WIDEN BRIDGES 074 & 090 CAPITAL CIR; MITIGATION 1.9 ACRES			2			
CAP 4 HURR,FOOTBALL NOTES,PK HR RESTICT,NIGHT WORK @INTERCHG			2			
AAA250-I: Successfully displayed.						
F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff						

- Item number- A work program item number is a six digit number systematically assigned by the WPA system to each new project when it is first programmed.

In this example: the item number for SR 8 (I-10) from east of rest area to PVT change west of CR 361 in District 3 is 222590.

- Item segment – Item segments may be used to segment a project for scheduling or funding reasons. Item segments may be used when the boundaries of construction projects are different from the preliminary engineering (design) and/or right of way phase of a “project”, or it is desirable to use the same item number to track projects along a corridor. For example, the Florida Department of Transportation (department) may want or need to let different segments at different times rather than all at once due to lack of funding availability in certain fiscal years or to accommodate letting plans.

New item segments are created by pressing “F6” while viewing an existing item number and segment. The system will automatically create the next sequential segment number available for the item number displayed. The managing district and box item status of the first item segment are automatically applied to each new item segment and cannot be changed.

In this example: This project is the second segment for this particular item number.

- Managing district – Managing district indicates the district that is administratively responsible for executing a project.
- Project manager – Indicates the person responsible for managing all aspects of the execution of this project.
- Geographic district – Geographic district indicates the district that the project is physically located in. (Occasionally, projects will be physically located in one district, but managed by a neighboring district that is producing a job that extends beyond its own county lines)
- County – The County indicates the two digit county code for the county in which the project is located. (see Appendix D for county code listings)
- Contract type – Contract type refers to the contract class assignment for the project. (see Appendix D for the list of contract classes with definitions)
- Transportation system – Transportation system indicates the mode of transportation for the project. (see Appendix D for a list of all transportation systems)
- Work mix – Work mix describes the type of work to be accomplished at the completion of the item segment. (see Appendix D for a list of active work mixes)
- Status – Status provides general updates as to the stage of progression the project has reached from candidate line item to line item complete. This information is automatically upgraded as the FM system is updated throughout the life cycle of the project. (see Appendix D for the sequential list of item status)
- Box item/ box code – Box item is programmed as “Y” when the item number is being used as a holding place for funds for future programming (boxed). The box code is a two digit alpha code used to indicate the appropriate box category: reserve (RV), contingency (CN), or target (TG). (See Administration chapter to determine the appropriate box code.) All boxes will use a contract **class 8**.
- Emergency – The emergency code is only applicable when the work being accomplished by the item is in result of or in preparation for an emergency. Each emergency (i.e. hurricane, tornado, or forest fire) is assigned an emergency code in order to track all efforts and funding expended for each emergency event. (Use the emergency event list (WP64) from the WPA main menu to see the most recent list of emergency event codes.)
- In the provided item/segment definition WP01 example, this project is managed by District 3 and is geographically located in District 3 in Leon County. We also see that this is a project that will be let, based on the contract type. You can tell that this project will be adding lanes and reconstructing a portion of the interstate, based on the transportation system and work mix. The item status indicates that this project is currently in the process of acquiring right of way to expand its construction.
- Item segment comments – Item segment comments are used to expand the description beyond the short line at the top. These comments are also used to provide information that may be frequently requested regarding the project. Comment lines to be treated as “extra description” are tagged with a Type 1 (xdesc). Comments lines to be treated as “miscellaneous comments” are tagged with a Type 2 (Misc).
- Item comments can be expanded beyond the item/segment definition WP01 screen, by replacing the “D” for display in the command line at the top of the screen, with “IC” for item comments. By entering “IC” you will be taken to the item comments WP33 screen where the user may add or view additional comments regarding the item (first 6 digits).

- Additional comments pertaining to a specific segment (7th digit) can be input on the item segment comments (WP45) screen, accessed from the item/segment definition WP01 screen by entering SC on the command line).

**2. WP04 – ITEM SEGMENT PHASE SCREEN**

The WP04 screen allows the user to view all phases and sequences programmed on a project, as well as the item description, item status, managing district, transportation system and box item classification. (No updates can be made to existing phase estimates from this screen)

WP04		D_ Display		Item_Seg_def		Phase_Est		Phase_Sum					
				FDOT- Work Program Administration				06-06-2018					
				Item Segment Phase				10:46:11					
Requested Version: G1				Include Candidates: Y (Y/N)				MORE: +					
Item/Segment: 210995 1				Status: 099 LINE ITEM REOPENED				Old Item Nbr: 2119804					
Desc: CONSULTANT PE-LAB TESTING MAT. LAB													
Trans System: 03				INTRASTATE STATE HIGHWAY				Man Dist: 02		Box Item: N			
Begin Search At Phase: 3 2				FP Seq: 14				Project Total:		15,703,900			
FP		PDC		Total		All		Dstr		Bud Apr			
Ver	Phase	Seq	Year	Fund	Pgm	Amount	Amount	Typ	Typ/Area	Dist	Cat	St	
AD	3	2	14	2015	DS_ 00	28,269	28,269	1		02		5	
			2016	DS_ 00		45,811	45,811	1		02		5	
			2017	DS_ 00		570,000	570,000	1		02		4	
			2018	DS_ 00		200,000	200,000	1		02		4	
		15	2016	DS_ 00		100,000	100,000	1		02		4	
			2017	DS_ 00		125,000	125,000	1		02		4	
			2018	DS_ 00		150,000	150,000	1		02		4	
			2019	DS_ 00		150,000	150,000	1		02		2	
		16	2017	DS_ 00		200,000	200,000	1		02		4	
			2018	DS_ 00		200,000	200,000	1		02		4	
			2019	DS_ 00		250,000	250,000	1		02		2	
AAA250-I: Successfully displayed.													
F1=Help				F3=Exit		F6=Clear		F7=Bkwd		F8=Frwd		F15=Logoff	

- Version: There are four different work program versions/files, (adopted, amended, candidate, and tentative work program development cycle) (See the Developing, Adopting and Managing the Work Program chapter on for a definition of work program version/files)
- The WP04 screen allows you to choose which version of the work program you would like to view. When viewing the tentative work program development cycle “G1” version, WP04 also indicates what version each individual phase is currently programmed in.
- In the example: The tentative work program development cycle version is the requested version. In the lower part of the screen under “Ver” you can see that the phase 32 is in the adopted version.
- Phase: The phase is a two digit alpha numeric number. The first character of a phase is called the phase group and the second character is called the phase type. (see Appendix D for phase group and phase type definitions)
- In the example: There is a phase 32. The phase group, or first character is a “3” which indicates preliminary engineering and the phase type, or second character is a “2” which indicates consultant/contractor; therefore, a phase 32 is defined as preliminary engineering consultant/contractor. Any estimates programmed on this phase will be used toward preliminary engineering consultant/contractor costs associated with the project it is programmed on.

WP04	D_ Display	Item_Seg_def	Phase_Est	Phase_Sum								
FDOT- Work Program Administration			06-06-2018									
Item Segment Phase			10:46:11									
Requested Version: G1 Include Candidates: Y (Y/N)			MORE: +									
Item/Segment: 210995 1 Status: 099 LINE ITEM REOPENED			Old Item Nbr: 2119804									
Desc: CONSULTANT PE-LAB TESTING MAT. LAB												
Trans System: 03 INTRASTATE STATE HIGHWAY			Man Dist: 02	Box Item: N								
Begin Search At Phase: 3 2 FP Seq: 14			Project Total:	15,703,900								
Ver	Phase	Seq	Year	Fund	Pgm	PDC	Total	All	Dstr	Bud	Apr	St
AD	3	2	14	2015	DS__	00	28,269	28,269	1		02	5
			2016	DS__	00	45,811	45,811	1		02	5	
			2017	DS__	00	570,000	570,000	1		02	4	
			2018	DS__	00	200,000	200,000	1		02	4	
		15	2016	DS__	00	100,000	100,000	1		02	4	
			2017	DS__	00	125,000	125,000	1		02	4	
			2018	DS__	00	150,000	150,000	1		02	4	
			2019	DS__	00	150,000	150,000	1		02	2	
		16	2017	DS__	00	200,000	200,000	1		02	4	
			2018	DS__	00	200,000	200,000	1		02	4	
			2019	DS__	00	250,000	250,000	1		02	2	
AAA250-I: Successfully displayed.												
F1=Help F3=Exit F6=Clear F7=Bkwd F8=Frwd F15=Logoff												

- FP Seq: Financial project sequence is a two digit numeric code that is used to allow the project manager to designate portions of a total phase estimate for specific uses within the phase limits.
- In the example above: There are several different sequences under phase 32 (preliminary engineering consultant/contractor). Each sequence may indicate the amount of money to be spent on each type of consultant/contractor needed. (These sequences are created per the request of the project manager)
- Year: Year indicates the fiscal year in which the programmed work is to be accomplished. The last year of the two year fiscal year is used when programming.
- For example: fiscal year 2017/2018 would be programmed as 2018
- Fund: Fund refers to the four digit alpha numeric code used to indicate a source of funding being used to accomplish the project. The Programming Guidelines chapter of these instructions will assist the user in determining what funds are appropriate for which type of projects. (see Appendix D for fund code definitions)
- Pgm: Program number is a two digit alpha numeric code used to crosswalk estimates to specific budget categories or classifies generic phase usage. (see Appendix D of these instructions and the Program and Resource application for definition and use of program numbers)
- PDC amount: PDC refers to present day cost. Estimates in this column reflect the cost to produce the phase work using present day market prices. (All estimates are programmed using present day cost)
- Total Amount: Construction and CEI PDC estimates programmed in years past the current work program year will be inflated to reflect anticipated cost to build in that year. (Refer to the inflation factors, in the Administration chapter of these instructions for percentage of inflation to be applied per year)
- All Type: Allocation type is used to identify a fund's budget status. (See Appendix D for allocation type definitions)

- Dstr Typ/Area: Unique code used to track funding used in specific areas and for specific purposes. (use the distribution area list (WP80) from the WPA Main Menu to see the a list of active distribution types/areas)
- Bud Dist: Budgeting district indicates where the spending authority (budget) for the programmed funds is located.
- Apr Cat: Appropriation category indicates the federal act that is funding the federal fund code programmed. Appropriation category must be entered into WPA to allow federal authorization of funds.
- St: Project cost status (see Appendix D for definitions of project cost status)

**3. WP21 – PHASE FINANCIAL SUMMARY**

The WP21 screen is used to give a detailed picture of the status of each estimate programmed on a phase. This screen is a good resource for project managers, as it provides the authorization status of each fund and details any uncommitted funds that may be remaining on the project.

```

WP21      D_  Display Phase_Est Auth_Req Item_Seg_def Val_Codes Cost_Tran
          Proj_Ltd Est_Ltd Level_Ltd Byr_cost_Tran Phases Fed_proj_Fin_proj
-----
          FDOT - Work Program Administration          06-06-2018
          Phase Financial Summary - ADOPTED           10:50:00
Requested Version: AD                               More: - +
Item: 190258 Segment: 1 Phase Group/Type: 3 1 PE IN-HOUSE
Desc: STATEWIDE ENGINEERING STUDIES
Status: 010 PRE-CONST.UNDERWAY                    Man Dist: 40    Box Item: N
Begin Search at Financial Project: 01
          Dstr All Bud O
Sel FP Fund FAC PGM Area/Typ Typ Dis V Fyr Status Pay Estimate Authorized
- 01 DIH 00 1 41 Y 2018 AUTH 1 10,836,810 10,948,903
          Fed Proj: ITS0 212 A
          Y 2019 UNAUTH 1 1,998,056
          Y 2020 UNAUTH 1 1,998,056
          Y 2021 UNAUTH 1 2,267,556
          Y 2022 UNAUTH 1 2,267,556
                                     0 10,818,000
AAA250-I: Successfully displayed.
F1=Help F3=Exit F7=Bkwd F8=Frwd F15=Logoff
    
```

The WP21 screen breaks down each estimate by fiscal year and provides the status of authorization and commitments for each estimate.

- Committed: The term committed refers to any funding that is either encumbered (reserved to be expended) or expended (spent and invoiced). Committed funds are unavailable to be spent elsewhere.

In the example above:

- The fiscal year 2018 estimate for DIH funds is \$10,836,810 and the commitments on that estimate are \$17,917; therefore, there is \$10,818,893 remaining estimate that is available for commitment in that year. The FM system rounds up, as it only recognizes whole dollar amounts.
- Authorized: The term authorized refers to any fund that is permitted to be spent. Authorization status is extremely important for federal funds. Any federal fund expended without authorization will not be reimbursed by the Federal Highway Administration (FHWA).

When federal funds are programmed on a project, you may be able to see the federal project number on the WP21 screen. If a federal project has not been assigned to an item number, you will not be able to see the federal project number on this screen.

In the example above: The federal project number for this phase item number is “ITS0-212-A”. The federal project number is how projects are identified and authorized by FHWA.

#### **4. WP55 – RELATED ITEM SEGMENTS SCREEN**

When a new item segment is added on WP01, it will automatically create associations to all other segments of the same work program item. To access the Related Item Segments (WP55) screen from WP01, type (RI) in the command line. If not appropriate, the associations can be deleted or disassociated on the WP55 screen. However, use caution when **deleting** associations because all history will be lost when you use delete. Disassociated items will retain their history with system generated begin and end dates. Once an item segment is disassociated the system will establish the end date. To re-associate the item segment it will have to be reentered and will have a new begin date.

To view an item in the relationships, type “RI” on the menu option and select the related item. All relationships for the new item will be displayed (Active Only flag will reset to the defaulted “Y” and the List only Association type will reset to the defaulted blank). By typing “IS” on the menu, the item segment screen (WP01) will display information for the new related item selected.

- PC (project component) – Item segments that compose a single project. This is the default value assigned to new segments added to an existing item.
- RW (right of way/construction) – Right of way acquired on a segment for a construction project(s) defined on another item segment(s).
- LT (let together) – Construction projects to be let as a single contract.
- CR (corridor) – Item segments related to the completion/enhancement of a single corridor.
- DW (districtwide consultant) – Districtwide item(s) that contribute in whole or in part to the completion of a phase or phases of work on a specific project for cost or time savings purposes, usually for design/surveys, CEI, or studies.
- NE (NEPA document) – Item segments which are part of a single NEPA “logical footprint.” Use the NE (NEPA) code to relate all items associated with NEPA action as required for the five year document retention after all phases are completed.

##### **a. To Add A New Associated Item Segment:**

- Type an (A) on the command line
- Enter the item segment
- Enter code for appropriate association type from the list provided above
- Enter

WP55	<b>a</b>	Display Item_Seg_def Rel_Item	Dis-Associate DElete
------	----------	-------------------------------	----------------------

FDOT- Work Program Administration 08-28-2018  
 Related Item Segments 10:25:03  
 MORE: +

Item/Segment: 201032 4 Status: 096 CONST.COMPLETE  
 Desc: I-75 (SR93) AT UNIVERSITY INTERCHANGE  
 Active Only?: Y (Y/n) List only Association Type: \_\_

Sel	Item/Segment	Status	Association Type	Begin Date	End Date
	Description				
-	201032 1	100 LINE ITEM COMPLETE	PC PROJECT COMPONENT	11-01-2010	12-31-2099
	I-75 FROM UNIVERSITY PARKWAY TO MOCCASSIN WALLOW ROAD				
-	201032 2	070 CONTRACT EXECUTED	PC PROJECT COMPONENT	11-01-2010	12-31-2099
	I-75 AT SR 70 INTERCHANGE				
-	201032 3	005 ADOPTED, NOT BEGUN	PC PROJECT COMPONENT	11-01-2010	12-31-2099
	I-75 @ US 301 INTERCHANGE				
-	201032 5	014 ROW ACQUISITION BE	PC PROJECT COMPONENT	08-25-2011	12-31-2099
	I-75 (SR 93) AT US 301 INTERCHANGE				
-	201032 6	090 UNDER CONSTRUCTION	PC PROJECT COMPONENT	06-22-2012	12-31-2099
	I-75 AT SR 64				
<b>S</b>	201032 7	070 CONTRACT EXECUTED	PC PROJECT COMPONENT	09-30-2014	12-31-2099
	I-75 (SR 93) AT UNIVERSITY PARKWAY (MANATEE)				

AAA250-I: Successfully displayed.  
 F1=Help F3=Exit F4=Prompt F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff

**b. To Disassociate Or Delete An Item Segment:**

- Type a DA (Disassociate) or DE (Delete)
- Select item to disassociate or delete
- Enter
- Confirm disassociation or delete with “Y” then Enter



WP55	<b>da</b> Display	Item_Seg_def	Rel_Item	Dis-Associate	DElete
FDOT- Work Program Administration Related Item Segments				08-28-2018	10:25:03
				MORE:	+
Item/Segment: 201032 4 Status: 096 CONST.COMPLETE Desc: I-75 (SR93) AT UNIVERSITY INTERCHANGE Active Only?: Y (Y/n) List only Association Type: __					
SEL	Item/Segment	Status	Association Type	Begin Date	End Date
	Description				
-	201032 1	100	LINE ITEM COMPLETE PC PROJECT COMPONENT	11-01-2010	12-31-2099
	I-75 FROM UNIVERSITY PARKWAY TO MOCCASSIN WALLOW ROAD				
-	201032 2	070	CONTRACT EXECUTED PC PROJECT COMPONENT	11-01-2010	12-31-2099
	I-75 AT SR 70 INTERCHANGE				
-	201032 3	005	ADOPTED, NOT BEGUN PC PROJECT COMPONENT	11-01-2010	12-31-2099
	I-75 @ US 301 INTERCHANGE				
-	201032 5	014	ROW ACQUISITION BE PC PROJECT COMPONENT	08-25-2011	12-31-2099
	I-75 (SR 93) AT US 301 INTERCHANGE				
-	201032 6	090	UNDER CONSTRUCTION PC PROJECT COMPONENT	06-22-2012	12-31-2099
	I-75 AT SR 64				
<b>S</b>	201032 7	070	CONTRACT EXECUTED PC PROJECT COMPONENT	09-30-2014	12-31-2099
	I-75 (SR 93) AT UNIVERSITY PARKWAY (MANATEE)				
AAA250-I: Successfully displayed.					
F1=Help F3=Exit F4=Prompt F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff					

**5. WP01 RELATED ITEMS FLAG**

The WP01 screen has a related items flag to reflect if there are related items:

WP01	<b>D</b> Display	Update	Item_Comm	Phases	Group
Seg_Comm	Location	Change_Hist	Status_Hist	Phase_Est	Phase_Sum
				Items	<b>Rel_Item</b>
FDOT - Work Program Administration Item/Segment Definition				08-28-2018	12:19:56
				More:	+
Item: 201032 Segment: 4 Item Managing District: 01 Box Item: N (y/N) Geo District: 01 County: 13 MANATEE Project Mgr: JMK-NEM-KSI Trans System: 01 INTRASTATE INTERSTATE Contract Type: 1 Work Mix . . : 0236 INTERCHANGE - ADD LANES Measure Type : E Status . . . : 096 CONST.COMPLETE As of: 05-17-2018 Box Code . . : __ EMRG: __ <b>Related Items: Y</b> Old Item Number: _____ Description : (Version: Displayed - AD ADOPTED Requested - G1 ) I-75 (SR93) AT UNIVERSITY INTERCHANGE					
Work Length: 0.460		Project Length:		0.460 MI	
Item Segment Comments			Type (1=xdesc, 2=misc)		
PD&E IS 201032-1; PE INCLUDES 201277-2			2		
G/W 201277-2			2		
C9480 HDR			T1621 2		
PHASE 53 FOR TEMP ACROW BRIDGE			2		
SEE WP45 PAGE 1 AND 2 FOR INFO			2		
			2		
WPA348-I: Maximum Number of Item Segments Exist.					
F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff					

## E. WORK PROGRAM REPORTS

### 1. WORK PROGRAM, BUDGET & FLAIR RECONCILIATION (GENE MARTIN REPORT)

As the title depicts, the report is a comparison between the approved budget, amounts programmed in WPA, and the total FLAIR encumbrances and expenditures for the current year. The Gene Martin Report depicts transactions that have occurred year-to-date. This allows the user to compare the work program to the budget by specific category.

#### a. Work Program, Budget and Flair Reconciliation (Gene Martin) Using TSO FMREPORT:

There are four report options to run this report via TSO:

- SUMMARY ONLY - (report option A)
- FUND OVERRUN - (report option B) - FLAIR commitment greater than work program
- FUNDS REMAINING – (report option C) – Work program greater than FLAIR
- TWO YEAR REPORT - (report option X) - Current year plus the next fiscal year

This report is a useful tool in determining whether the work program is balanced to available budget.

```
WPAMAIN----- FINANCIAL MANAGEMENT REPORTS MAIN MENU -----
                                                                 More:  +
2 - Web Reports delivered via E-mail (MENU)
3 - PSM SCHEDULING AND PRODUCTION MANAGEMENT REPORTS (MENU)
4 - PROGRAM PLAN CROSSWALK / TARGET REPORTS (MENU)
5 - WORK PROGRAM/BUDGET/SAMAS REPORTS (MENU)
6 - OTHER WPA REPORTS (MENU)
7 - Expenditures by SAMAS ORGANization Code (EXPNDORG)
8 - TOP MANAGEMENT & LEGISLATURE REPORTS (MENU)
10 - "LIVE" WPA Programmed Cost Report (MADDOG)
13 - Federal Project Reconciliation Report (BILLPRJL)
14 - FEDERAL AID REPORTS MENU (MENU)
15 - FUND AND BUDGET ALLOCATION REPORTS (MENU)
16 - CODE TABLE REPORTS (MENU)
18 - VIEW/PRINT "PRIOR PRIOR" UNENCUMBRANCE REPORTS

19 - PE/CEI/Right of Way Reviews for Consultant & Inhouse (MENU)

D - Download Dataset (DOWNLOAD)
E - Edit / Error Reports (MENU)

PF1 = HELP PF3 = EXIT PF7 = PREVIOUS PF8 = NEXT
COMMAND ==> 5
```

- Select option 5
- Press enter to submit

```

WPARPTS----- WORK PROGRAM/SAMAS/BUDGET REPORTS -----
COMMAND ==> 1
1 - Work Program/Budget/FLAIR Comparison (GENE MARTIN)
2 - Work Program/Budget Summary (BERNIE)
3 - Work Program/Budget Summary (BERNIEX)
4 - PROGRAM ACCOMPLISHMENTS AND PERFORMANCE MEASURES (MENU)
5 - Expenditure and Encumbrance Detail (CSTP010)
6 - Job Phase Cost Control Report (90/10)
10 - Financial Project Commitment History (FY 1991-TO-DATE) (CMTP010)
13 - Budget Contingency Analysis Report (BUDCON)
18 - District Expenditure Summary (CSTEXP10)
21 - Cost Analysis By Fund (COSTAMTS)
22 - Life-to-date costs for a single item (ITEMCOST)

PF1 = HELP PF3 = EXIT PF4 =MAIN MENU
    
```

- Select option 1
- Press enter to submit

```

GENE ----- WP/SAMAS/BUDGET COMPARISON REPORTS ----- UPDATED: 04/19/2011
COMMAND ==>
REPORT OPTION ==> _
A - Summary Report only
B - Fund Overruns (Detail & Summary)
C - Funds Remaining (Detail & Summary)
D - Overruns & Remaining (Detail & Summary)
E - Overruns & Remaining in separate columns
  (All options above include summary "A")
X - 2-year Report (Summary only)
Y - 2-year Report (Summary with Samascat Groups)
To create a summary dataset (userid.MARTIN...DATA) ENTER Y ==> _
To exclude the Summary Report ENTER X (above)
To exclude In-House, F.C.O., T.D.T.F. Budget Categories ENTER Y ==> Y
To exclude "zero" amounts in Estimate Overrun/Remaining ENTER Y ==> N
To exclude "asterisk" funds (in future years only) ENTER Y ==> Y
To exclude "Balance Forward" Budget Allocations ENTER Y ==> N
To select a single Budget Category, ENTER the number..... ==> 088712
To select only the P.T.O. Budget Categories, use PTO
To select only the R.O.W. Budget Categories, use ROW
To select only the F.C.O. Budget Categories, use FCO
(NOTE: this applies to the 1-year report only)

PF1 = HELP PF3 = PREVIOUS MENU PF4 = MAIN MENU
    
```

- Select A, B, C, D, E, X OR Y
- To create a dataset enter Y
- To exclude in-house, FCO, TDTF budget categories enter Y
- To exclude zero amounts in estimate overrun/remaining enter Y

- To exclude asterisk funds in future years only enter Y
- To exclude balance forward budget allocations enter Y
- To select a single budget category, enter the number 088712 (is one example)
- To select hurricane categories only, enter storms
- To exclude hurricane categories, enter stormxPress enter to submit

```
GENE2 ----- WP/SAMAS/BUDGET COMPARISON REPORTS ----- UPDATED: 07/06/2007
COMMAND ==> _____

      DISTRICT          ==>  _   (01 - 08, Blank = Statewide)
                          Use CX for Central Office

      FISCAL YEAR       ==> 2019 (ex. 1991)

      WORK PROGRAM VERSION ==> G1 (ex. G1)

      SORT OPTION       ==> D   (S = Statewide, D = District)

      CONTRACT CLASS    ==> _   (1-9, B,X,Y,Z)

L ="LIVE"  N =LAST NIGHT 1 =07/01/18 2 =06/30/18 3 =04/09/18 4 =05/02/18 ==> L
_____

                TO SEE JOB CARD INFO & SUBMIT, PRESS ENTER

                PF1 = HELP    PF3 = PREVIOUS MENU    PF4 = MAIN MENU
```

- Select appropriate district
- Select fiscal year
- Select version
- Select appropriate file date
- Press enter to submit

**b. Work Program, Budget and Flair Reconciliation (Gene Martin) In Work Program Applications (Web Based):**

<https://owpb.fdot.gov/fmreports/GeneMartin.aspx>

**Work Program/Budget/Flair Comparison**  
(Gene Martin)

[Production Accomplishment Report \(PAR\)](#)  
[Production Balance Report \(PBR\)](#)  
[Budget Reconciliation](#)

Output Format: <input type="text" value="Screen"/>
Report Requested: <input checked="" type="radio"/> 1-year Summary <input type="radio"/> 2-year Summary
Report Sort: <input type="text" value="By Category"/>
Budgeting District: <input type="text" value="Statewide"/>
Version: <input type="text" value="TENTATIVE (G1)"/>
Fiscal Year: <input type="text" value="2019"/>
Snapshot: <input type="text" value="L = 'LIVE'"/>
Categories to Include: <input type="text" value="Work Program Only"/>
Category: <input type="text"/>
Contract Class: <input type="text" value="All"/>
<input type="checkbox"/> Statewide Rollup
Other: <input checked="" type="checkbox"/> Exclude "asterisk" funds (in future years only)
<input type="checkbox"/> Exclude Balance Forward Budget Allocations
<input type="button" value="Submit"/> <input type="button" value="Reset"/>

- Select one or two year Summary
- Select appropriate budgeting district (runs statewide if no district selection is made)
- Select fiscal year
- Select snapshot date from dropdown menu
- Request appropriate category
- Select report format
- Click submit

## 2. PRODUCTION ACCOMPLISHMENT REPORTS (PAR'S)

PAR's are used to track and balance individual work program funds.

The calculated PAR reflects the portion of allocation that has been authorized, committed, and the remaining balance. The balance is actually calculated based on the item phase status.

- Authorizations represent phases that have been obligated on the department's federal books. This level is calculated based on the estimated amount less the committed level for all phases authorized (status 4). Pending negative authorization requests (ARs) will not show on the PAR as available funds until the AR is approved.

- The level of authorizations in the PAR for state funds is calculated on the estimated amount less the committed level for all phases authorized (status 4).
- Commitments represent actual encumbrances/expenditures recorded in FLAIR.
- Remaining amounts represent phase estimates that have a status equal to “2” (unauthorized). Negative remaining amounts default to zero.
- Only use the “calculated” PARs to balance. This PAR reflects actions that have occurred in the Federal Project Management and Project Cost Management systems and links it to WPA. Select fund allocation type D (1=regular, 6=transfer). This ensures that any use of funds is recorded against the available fund.

**a. PAR’s In Work Program Applications (Web Based):**

<https://owpb.fdot.gov/fmreports/par.aspx>

**Production Accomplishment Report (PAR)**

[Production Balance Report \(PBR\)](#)  
[Work Program/Budget/Flair Comparison](#) (Gene Martin)  
[Fund Variance](#)

---

Output Format:  ▼

Report Requested:  PAR  Summary  Balances  Variance  Adjustments  Adjustment Variance

Snapshot:  ▼

Budgeting District:  ▼

Sort Option:  ▼

Version:  ▼

Fiscal Year:

Number of Years:  ▼

Fund Group:  ▼

Fund:

Distribution Area:  ▼ or specify:

Fund Allocation Type:  ▼

Fund Allocation Version:

Other:  Statewide Rollup  \$ in Thousands

- Select a “snapshot” date
- Select a budgeting district (pulls statewide if no budgeting district is selected)
- Select fiscal year
- Select number of years
- Select fund
- Press ‘enter’ to submit

**b. PAR Balances Via Email Using TSO FMREPORT:**

Login to TSO FMREPORT on the Mainframe:

```
WPAMAIN----- FINANCIAL MANAGEMENT REPORTS MAIN MENU -----
                                                    More:      +
2 - Web Reports delivered via E-mail                (MENU)
3 - PSM SCHEDULING AND PRODUCTION MANAGEMENT REPORTS (MENU)
4 - PROGRAM PLAN CROSSWALK / TARGET REPORTS         (MENU)
5 - WORK PROGRAM/BUDGET/SAMAS REPORTS               (MENU)
6 - OTHER WPA REPORTS                              (MENU)
7 - Expenditures by SAMAS ORGanization Code        (EXPNDORG)
8 - TOP MANAGEMENT & LEGISLATURE REPORTS           (MENU)
9 - RIGHT-OF-WAY REPORTS                           (MENU)
10 - "LIVE" WPA Programmed Cost Report              (MADDOG)
13 - Federal Project Reconciliation Report           (BILLPRJL)
14 - FEDERAL AID REPORTS MENU                       (MENU)
15 - FUND AND BUDGET ALLOCATION REPORTS              (MENU)
16 - CODE TABLE REPORTS                           (MENU)
17 - WPA COMPARISON REPORTS                         (MENU)
18 - VIEW/PRINT "PRIOR PRIOR" UNENCUMBRANCE REPORTS
19 - PE/CEI/Right of Way Reviews for Consultant & Inhouse (MENU)
D - Download Dataset                               (DOWNLOAD)
      PF1 = HELP  PF3 = EXIT  PF7 = PREVIOUS PF8 = NEXT
COMMAND ==> 2
```

```
WEBREPTS----- WEB REPORTS VIA E-MAIL -----UPDATED: 09/01/2011
COMMAND ==> 2=
NOTE: These options create the selected Reports and send you an e-mail with
a link to the file location. After your job is submitted, you
may exit the FMREPORT menu and perform other tasks while you wait.
1 - MADDOG Full Details                            (MADDOGFD)
2 - PAR Balances                                  (PARBAL)
3 - PAR Variance                                  (PARVAR)
6 - Contract Search Report                        (CNTINQ01)
7 - Federal Authorization Reports                  (FEDATHFD)
8 - ROW Forecast Reports                          (MBRROWFC)
All of these reports are available on "Batch Submit" via web page.
PF1 = HELP  PF3 = EXIT  PF7 & PF8  Scroll Menu choices
```

- Select option 2
- Press enter to submit

```

PARBAL ----- PAR Balances via E-mail ----- UPDATED: 09/15/2011
COMMAND ==> _____

NOTICE: Batch Submittal of this report is now available on our PAR
web page: https://owpb.fdot.gov/fmreports/par.aspx
  Snapshots:  L = "LIVE"      1 = 07/01/18   3 = 04/09/18   5 = 08/01/18
               N = LAST NIGHT 2 = 06/30/18   4 = 05/02/18   6 = 07/01/18

  Snapshot           ==> L           (choose from above)
  Budgeting District ==>              (2-digit Dist/Cnty, SW=Statewide)
  Sort Option        ==> F          (F=by Fund,Dist, D=by Dist,Fund)
  Version            ==> G1         (AD, AM, CA, G1-G7)
  Fiscal Year        ==> 2019       (ex. 2012)
  Number of Years    ==> 06        (06,11)
  Fund Group         ==>              (ex. N11 = 100 percent State)
  Work Program Fund  ==>              (HELP=PF1)
  Distribution Area  ==> ALL        (ALL = rolled areas;
      ROLLUP = ALL areas only; ROLLFD = rolled funds only;
      ROLLIT = rolled funds only with ALL distribution areas)
  Fund Allocation Type ==> D         ex. 1-6, A-I
  Fund Alloc Version ==>              (Optional, blank = Work Program Version)
  Statewide Rollup? ==> N          (Y/N)
  Dollars in Thousands? ==> N      (Y/N)
  Report Format       ==> S         (S=Screen, E=Excel)
  ENTER = See Job Card info & submit PF1 = HELP PF3 = PREVIOUS MENU
    
```

- Select a “snapshot” date
- Select a budgeting district (pulls statewide if no budgeting district is selected)
- Select fiscal year
- Select number of years
- Select fund
- Press enter to submit

**3. PROJECT ALLOTMENT SUFFICIENCY (90/10) REPORT**

As part of management of the adopted work program, the Project Allotment Sufficiency Report was designed to help identify those projects where additional funds are likely to be required to cover unexpected or potential cost overruns. Districts/Turnpike Enterprise should review and update this report monthly. This report is commonly referred to as the “90/10 Report” because it selects only projects where a certain percentage (typically 90%) of the project budget is committed. The user may set other various percentages. It is essentially a project budget status report comparing commitments (expenditures + encumbrance balance) with an independently set portion of the total project budget (X%).

The goal of this exercise on contract phase types is to keep the total programmed amount in WPA equal to or greater than the expenditures plus the encumbrances. In-house phase types to which the department charges payroll, travel etc., must have estimates programmed to finish the project. The expenditures and encumbrance balance cannot exceed the total programmed amount. The goal of the “90/10 Report” for managing federal-aid projects is to match federal-aid authorizations to work program estimates and committed funds. The district/Turnpike Enterprise will be reviewing projects with federal-aid funding to ensure that federal authorizations are sufficient to fully fund the commitments for the project. Should the report show that project expenditures and encumbrances



exceed project budget or federal authorization, project managers must research and advise the district/Turnpike Enterprise programming offices as follows:

- On state funded jobs, request that the district/Turnpike Enterprise programming offices take funds, if available, from the appropriate “box” item and assign them to the item and phases as needed. Always request sufficient funds to cover the overrun plus anticipated funds needed to complete the project.
- If federal authorizations are inadequate to fund current expenditures on the project, the district/Turnpike Enterprise should initiate a work program and federal-aid authorization request to increase the federal authorization to remedy the expenditure overrun situation in a timely manner. Districts/Turnpike Enterprise may accumulate a group of additional commitments such as supplemental agreements over a period of time and process these as one federal-aid authorization request provided the project is not in an overrun status.

<https://owpb.fdot.gov/fmreports/f9010.aspx>

### 9010 - Financial Project Balances

Output Format:  [Important information regarding reports in Excel output.](#)

Report Type:  Detail  Summary

Detail Sort:

Summary Sort:

Report Option:

Budgeting District:

County:

Transportation System:

Phase Group:

Phase Type:

Item Group:

Program:

Fund Type:

Percent:

- Select report type
- Select sort
- Select district
- Percent should be 101%
- Click submit

#### **4. ASTERISK FUNDS “OOPS” TRANSACTIONS**

Asterisk fund codes are reflected in the WPA system when an accounting entry is made and there is no corresponding current year phase estimate in the WPA. These are defined as “oops” transactions

and reflect an asterisk (\*\*\*\*) fund code. They are visible on the Daily Cost Allocation Impact and Gene Martin Reports. The majority relate to a transaction being entered/processed when there is no correlation between the WPA phase/fund/program number and the FLAIR budget category or no current year phase estimate in WPA. When this occurs, there is an imbalance between the work program and the budget. This not only affects the budget, but also results in fund balances being overstated.

There are several steps to preventing/fixing asterisk fund codes:

- The first step is to ensure the proper coding of accounting forms by the project managers before submittal to the appropriate accounting office.
- The project managers should verify that a correct estimate exists in WPA before submitting the document for an encumbrance or expenditure. This means that the year, phase, program number, and fund correspond to the accounting transaction that is being processed.
- If an accounting transaction has already occurred and an asterisk fund code is generated, then one or more actions must occur to fix these. Program a current year phase estimate in WPA and transfer costs, or initiate a correction to the accounting entry (encumbrance change or corrected invoice). This also addresses the transaction 51 (TR 51), unencumbered disbursements. If there is an error in the initial encumbrance, then the asterisk costs will continue to be reflected.

<https://owpb.fdot.gov/fmreports/OOPS.aspx>

**Budget Category & Fund Code Discrepancies**  
"OOPS" Report

Output Format:  ▼

District:  Budgeting  Managing  
 ▼

Fiscal Year:  # Years:

Transportation System:  ▼

Phase:  ▼  ▼

- Select budgeting/managing district
- Select appropriate fiscal year
- Select appropriate number of years
- Click submit

**5. ROLL FORWARD**

Projects with an uncommitted or un-expended balance on June 30 become a part of the roll forward if they meet the following criteria:

- Estimated amounts which exceed commitments in the year on in-house and contract phases.
- Projects that were programmed but not committed prior to June 30.

- Adjustments made to projects included in the June letting to accommodate bids received at an amount less than the encumbered estimate. (Note: Adjustments will be made in the current fiscal year to those bids received that are higher than the memo encumbrance, and will not roll forward. Any adjustments for bids (rejected, etc.) made during the award period will become a manual adjustment to the roll forward.)
- Phases programmed during the year that were encumbered, and then subsequently unencumbered.

**The following will not roll forward:**

- In-house phases for planning, research, materials testing, FLP, motor carrier compliance, administration, tolls, maintenance
- Contract phases with the operating category consultant fees (FLAIR category 100686).

Spending authority associated with the roll forward is advanced through the budget amendment process and usually not available during the first quarter of the new fiscal year.

**a. Roll Forward Report Using TSO FMREPORT:**

```
WPAMAIN----- FINANCIAL MANAGEMENT REPORTS MAIN MENU --- Invalid option
                                                    More:      +
  2 - Web Reports delivered via E-mail                (MENU)
  3 - PSM SCHEDULING AND PRODUCTION MANAGEMENT REPORTS (MENU)
  4 - PROGRAM PLAN CROSSWALK / TARGET REPORTS        (MENU)
  5 - WORK PROGRAM/BUDGET/SAMAS REPORTS              (MENU)
  6 - OTHER WPA REPORTS                              (MENU)
  7 - Expenditures by SAMAS ORganization Code        (EXPNDORG)
  8 - TOP MANAGEMENT & LEGISLATURE REPORTS          (MENU)
 10 - "LIVE" WPA Programmed Cost Report              (MADDOG)
 13 - Federal Project Reconciliation Report          (BILLPRJL)
 14 - FEDERAL AID REPORTS MENU                      (MENU)
 15 - FUND AND BUDGET ALLOCATION REPORTS              (MENU)
 16 - CODE TABLE REPORTS                           (MENU)
 18 - VIEW/PRINT "PRIOR PRIOR" UNENCUMBRANCE REPORTS
 19 - PE/CEI/Right of Way Reviews for Consultant & Inhouse (MENU)
  D - Download Dataset                              (DOWNLOAD)
  E - Edit / Error Reports                           (MENU)
          PF1 = HELP  PF3 = EXIT  PF7 = PREVIOUS PF8 = NEXT
COMMAND ==>> 8_
```

- Select option 8
- Press enter to submit

```
LEGRPTS ----- TOP MANAGEMENT / LEGISLATURE REPORT MENU -----  
  
      2 - WP COMPARED W/STATUTORY FORMULA      (STATFORM)  
      9 - ROLL FORWARD REPORTS                  (MENU)  
  
NOTE: All the roll forward reports have been moved under  
      option 9.  
  
      PF1=HELP   PF3=EXIT  
  
OPTION ==> 9_
```

- Select option 9
- Press enter to submit

```
ROLLRPTS ----- ROLL FORWARD REPORTS MENU ----- UPDATED: 03/29/2011  
  
      1 - ROLL FORWARD REPORTS                  (ROLLFWD)  
      2 - ROLL FORWARD VARIANCE REPORT          (MBR08092)  
          This report displays what has changed  
          since the original Roll Forward.  
      3 - "POTENTIAL" ROLL FORWARD REPORT      (ROLLING)  
          This report displays what is potentially  
          going to Roll Forward.  
      4 - ROLL FORWARD "ANALYSIS" REPORT  
          This report has been moved to the intranet. Please go to:  
          https://owpb.fdot.gov/stability/RollForwardAnalysis.aspx  
      5 - ROLL FORWARD COMMITMENTS FROM MOST RECENT YEAR-END (ROLLCOMM)  
  
      PF1=HELP   PF3=EXIT  
  
COMMAND ==> 1_
```

- Select option "1"
- Press enter to submit

```
ROLLFWD                                UPDATED: 07/29/2013
      ROLL FORWARD REPORT FROM MOST RECENT YEAR-END
COMMAND===>
  REPORT "TYPE" OPTION  ===>  -   A = BY ITEM OR PHASE OR FUND, ETC.
                                B = BY BUDENTY, SAMASFND, SAMASCAT
                                C = BY PROGRAM PLAN CATEGORY
  REPORT "FORMAT" OPTION  ===>  A   D = DETAIL & SUMMARY (FOR ANY ABOVE)
                                S = SUMMARY ONLY (FOR ANY ABOVE)
  REPORT "SORT" OPTION  ===>      A = BY ITEM, B = PHASE, C = FUND, ETC.
                                NOTE: FOR MORE OPTIONS, SEE "HELP"
                                (00-08, SW, OR BLANK FOR S/W BY DIST)
      BUDGETING DISTRICT  ===>
      TRANS SYSTEM      ===>      WORK MIX  ===>
      CONTRACT CLASS    ===>      BOX CODE  ===>
      PHASE GROUP       ===>      PHASE TYPE  ===>
      PROGRAM NUMBER    ===>      SAMAS CATEGORY  ===> 088712
      FUND CODE         ===>      FUND GROUP  ===>
      ITEM GROUP        ===>      ITEM STATUS  ===>
  PROG PLAN CATEG/SUB-CATEG  ===>  PROG PLAN GROUP  ===>
  ITEM NUMBER/SEG  ===>      FINANCIAL PROJECT SEQ  ===>
      TO EXCLUDE IN-HOUSE AND F.C.O. (Y OR N)  ===>  Y
      Y=EXCL ZEROS, A=ROLL ALL  ===>  N (N=ALL)
O=CURRENT ORIGINAL, A=CURRENT ADJUSTED, P=PRIOR ADJUSTED  ===>  A
      TO SEE JOB CARD INFO & SUBMIT, PRESS ENTER
      PF1=HELP  PF3=PREVIOUS MENU
```

- Press PF1 key for help to obtain list of different options
- Choose appropriate district
- Select 'Y' or 'No' for in-house and FCO projects
- If you want the original estimate, use "O" or it will default
- To "A" which is for the adjusted estimate
- Press enter to submit

**b. Roll Forward Report Using Work Program Applications (Web Based)**

<u><b>Roll Forward Reports</b></u>	
Output:	Screen <input type="button" value="v"/>
Report Selection:	<input checked="" type="radio"/> Roll Forward Reports <input type="radio"/> Roll Forward Variance Report
Report "Sort":	Detail by Financial Project and Fund <input type="button" value="v"/>
Budgeting District:	(Select a District) <input type="button" value="v"/>
Transportation System:	(Select a Transportation System) <input type="button" value="v"/>
Work Mix:	(Select a Work Mix) <input type="button" value="v"/>
Contract Class:	(Select a Contract Class) <input type="button" value="v"/>
Box Code:	(Select a Box Code) <input type="button" value="v"/>
Phase:	(Select a Phase Group) <input type="button" value="v"/>
	(Select a Phase Type) <input type="button" value="v"/>
Program Number:	(Select a Program Number) <input type="button" value="v"/> *NOTE:Program # 52 is excluded from report.
Budget Category:	<input type="text"/>
Item Group:	<input type="text"/>
Fund Code:	<input type="text"/>
Fund Group:	(Select a Fund Group) <input type="button" value="v"/>
Item Status:	From: 000 = Candidate Line Item <input type="button" value="v"/> To:
	100 = Line Item Completed <input type="button" value="v"/>
Program Plan:	(Select a Program Plan Category) <input type="button" value="v"/> <input type="text"/>
	Exclude in-house and FCO? <input checked="" type="checkbox"/>
Show Amounts:	Report All <input type="button" value="v"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

- Make desired selections (i.e. district, category, fund code)
- Press submit

**6. STABILITY ANALYSIS**

Section [339.135](#) Florida Statutes requires the transportation commission to report on the stability of the department’s work program. It specifies that changes in the four common years between the adopted and tentative work programs be minimized.

In preparation for the Secretary’s Review of the tentative work program, the Work Program Development and Operations Office will submit a Stability Analysis Report summarizing work program stability for the four common years of the adopted and tentative work programs to the Secretary at the executive work program review and to the Transportation Commission for their in-depth review. Also included in the same report by district will be a five year presentation which will include the four common years plus current year.

The report is a variance between the adopted and tentative work programs. It shows the extent of change (advances, defers, deletes, move-outs and no changes) for ‘road and bridge’ and ‘freight, logistics & passenger operations’ components.

The district will assign the reason codes for the number of defers, deletes and moved-out phases on the Stability Analysis Worksheet. These changes are summarized for highway and bridge (systems 01-07 and phases 43, 52, & X4) and public transportation operations (systems 08–11 & 15 and phases 43, 44, 52, 84, 94). The reason codes are as follows:

- Estimate Increases, supplemental agreements, claims
- Request/actions of local government or other funding entity
- District project priority changes
- Production and right of way schedule changes
- Project combinations or phase substitutions
- Split out from another project
- Statewide priority change
- Revenue adjustment
- Secondary projects
- Other

The report is web based and can be found on the Work Program SharePoint site at the following link (for internal use only):

<https://owpb.fdot.gov/stability/Stability.aspx>.

A password and logon ID is required to update this program. The password is assigned by the Work Program Development and Operations Office.

**Stability Report**

**\*\*\* File is Finalized \*\*\***

Show: All Items

District Selection: (Select a District)

Section Selection: Highways & Bridges and FLP Combined

Category Selection: All

Full Analysis   Analysis

Reason/Other   Reason/All

Summary   Variance

Reset   Print

- Analysis button - displays the Stability Analysis Worksheet excluding the advances and no changes.
- Full Analysis Button - displays the Stability Analysis Worksheet including advances and no changes.
- Complete instructions for running and coding the Stability Report will be sent to the district work program managers each January.

## 7. WORK PROGRAM AMENDMENT “REVISIONS” REPORT

The Revisions Report is a tool that can be used to track the progress of proposed work program amendments.

The report reflects two types of amendments: System amendments and work program amendments.

Work program amendments are discussed in detail in the Amendments chapter of these instructions. System amendments are proposed changes to the work program that do not meet the requirements for a work program amendment. It is important that the district keep track of the amendments they have proposed by running the Revisions Report.

<https://owpb.fdot.gov/stability/Amend.aspx>

### Amendments and Revisions Report

Output Format:

Report Option:

- Amendments (Defer or Delete)
- Amendments with Budget Summary (Advance or Add) \*Not valid for Excel Output
- Revisions Report
- One-Liner Report
- All Amendments Report
- All Amendments Two-Line Report

District:

Fiscal Year:

Optional Selections  
Amendment Number

1st: <input type="text"/>	2nd: <input type="text"/>
3rd: <input type="text"/>	4th: <input type="text"/>
5th: <input type="text"/>	6th: <input type="text"/>

Item Group:

Amendment Status:

Note: Valid Statuses less than 12 or 14 for the Amendments Report; Revisions Report or the One-Liner Report

- Select revisions report
- Select district
- Select fiscal year
- Submit

## 8. PROJECTION ANALYSIS REPORT

All Schedule B Targets can be monitored using the Projection Analysis Report. This report compares the current target levels in Schedule B with the program in WPA. Instructions for running the report in TSO are shown here and instructions for running the web based version are below.



Log on to the Mainframe session, select TSO and type "TSO FMREPORT"

```
WPAMAIN----- FINANCIAL MANAGEMENT REPORTS MAIN MENU -----
                                     More:      +
2 - Web Reports delivered via E-mail      (MENU)
3 - PSM SCHEDULING AND PRODUCTION MANAGEMENT REPORTS (MENU)
4 - PROGRAM PLAN CROSSWALK / TARGET REPORTS (MENU)
5 - WORK PROGRAM/BUDGET/SAMAS REPORTS      (MENU)
6 - OTHER WPA REPORTS                     (MENU)
7 - Expenditures by SAMAS ORganization Code (EXPNDORG)
8 - TOP MANAGEMENT & LEGISLATURE REPORTS   (MENU)
10 - "LIVE" WPA Programmed Cost Report     (MADDOG)
13 - Federal Project Reconciliation Report (BILLPRJL)
14 - FEDERAL AID REPORTS MENU              (MENU)
15 - FUND AND BUDGET ALLOCATION REPORTS     (MENU)
16 - CODE TABLE REPORTS                   (MENU)
18 - VIEW/PRINT "PRIOR PRIOR" UNENCUMBRANCE REPORTS
19 - PE/CEI/Right of Way Reviews for Consultant & Inhouse (MENU)
D - Download Dataset                       (DOWNLOAD)
E - Edit / Error Reports                    (MENU)
                                     PF1 = HELP  PF3 = EXIT  PF7 = PREVIOUS PF8 = NEXT
COMMAND ==> 4
```

- Select option 4
- Press enter to submit

The following screen gives you the option to choose what type of Target report you want to submit.

```
WPARPT4 ----- CROSSWALK OPTIONS MENU ----- UPDATED: 10/28/2004
COMMAND ==> 3
                                     More:      +
1 - Program Plan Crosswalk Reports        (XWALK)
2 - Target Analysis "LIVE"                 (MBR0402)
3 - Target Analysis "BATCH"                (MBR0402B)
4 - Projection Code Table listing          (MBR0404)
5 - Comparison of Target, Programmed, Budget and Committed (MBR0405)
7 - Target Comparison                      (MBR0407)
P - Program Plan (by fund group) "download" datasets (XWALK2)
R - Program Plan (by fund group) "download" datasets (XWALK2R)
    from Roll Forward
8 - Program Plan - District 08 "download" dataset (XWALK4TP)
                                     PF3 = EXIT
```

- Press enter to submit

The screen below allows you to choose which target you need to submit. On the 'projection level code' if you press F1, you will obtain the 'help' screen with a listing of all specific levels. If you leave the option blank you will receive all Schedule B Targets.

```

MBR0402B----- TARGET ANALYSIS "BATCH" -----
COMMAND ==> _____

      Projection Level Code (ROWL) ==> _____
      Projection Definition (Blank=Current Targets) ==> _____
      Override District Rollups (y/ N ) ==> _

* Version (G1..G7,AM or AD) ==> _____
  Budgeting District (SW=Statewide) ==> _____

* Data Source
L ="LIVE"  N =LAST NIGHT 1 =07/01/18 2 =06/30/18 3 =04/09/18 4 =05/02/18 ==> L

NOTE: When running AC**, SX** or TX** Projection Levels. Live is now available

* = Mandatory fields

F1=Help   F2=Split   F3=Exit   F9=Swap   F12=Cancel
    
```

- Press enter to submit

The following screen will be the *Projection Analysis* screen from which you get to choose which format you want; Tentative Work Program Development Cycle Style Report or Maddog Style Report.

- On this screen you have the option to breakout boxes, if you choose option 1.

```

MBR0402C----- TARGET ANALYSIS "BATCH" -----
COMMAND ==> _____

                                                                 More:  +
Gaming Style Report: ( 1-7/ N ) ==> 1   No. Years in Total (5/6) ==> 5
  Target comparison Reports:
    1 == District Sort                2 == Projection Level Code Sort
    Breakout boxed items ( y / N ) N  Breakout fund code ( y / N ) N
    Show Dollars in Millions ( y / N ) N
    Over/Under report only (no breakout and not DPIN) ( y / N ) N

  Programmed only Reports:
    3 == Phase, Program, Fund          4 == Fund, Phase, Program
    5 == Fund Group, Fund              6 == Trans Sys, Phase, Pgm, Fund
    7 == ITEM

    Generate a download file: ( y / N ) ==> N
    Generate a PDF file via Email: ( y / N ) ==> N

MadDog Style report: ( y / N ) ==> N
  Indicate Desired Sort Order. (Number 1-5)
    - Phase                - Program Number
    - Fund Code            - Item Number
    PF1 = HELP   PF3 = PREVIOUS MENU   ENTER = CONTINUE
    
```

- If you choose to breakout boxes, you are able to see how much of the target is programmed in boxes and what is on items.

**Work Program Instructions**

**Tentative Work Program – FY 19/20 – 23/24**

**September 12, 2018**

```

BROWSE - OFFLINE STEP6 GO - Page 2 Line 1 Cols 1-80
COMMAND ==> - SCROLL ==> SCREEN

08/28/2018 15.44.31 FLORIDA DEPARTMENT OF TRANSPORTATION
08/28/2018 15.44.08 G1 OFFICE OF WORK PROGRAM AND BUDGET
***DISTRICT: 02 TARGET ANALYSIS
    
```

	2018	2019	2020
	----	----	----
AC FOR CONGESTION MITIGATION / ACCM			
TARGET	822,091	0	0
PROGRAM	798,154	0	0
OVER/UNDER TARGET	-152,857	0	0
AC FOR STP, ANY AREA / ACSA			
TARGET	16,083,570	0	0
PROGRAM	13,266,911	3,178,223	0
OVER/UNDER TARGET	-2,816,659	3,178,223	0
AC FOR STP, AREAS <200K / ACSL			
TARGET	4,074,172	0	0

- This is what the report looks like. To obtain the remaining years, scroll to the right by using the F11 key.

```

BROWSE - OFFLINE STEP6 GO - Page 2 Line 1 Cols 53-132
COMMAND ==> - SCROLL ==> SCREEN

IDA DEPARTMENT OF TRANSPORTATION PAGE 1
OFFICE OF WORK PROGRAM AND BUDGET MBR0402-G1
TARGET ANALYSIS 2019 - 2023 TARGETS
    
```

19	2020	2021	2022	2023	5 YEAR TOTAL
---	----	----	----	----	-----
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

- To print the report, press F3 to obtain the print option screen.

Instructions for running the web based version of the Projection Analysis report.

Open your web browser

Type the following link in the address bar (for internal use only):

<u><b>Target Analysis</b></u>	
<b>Output:</b>	Screen <input type="button" value="v"/>
<b>Submit Type:</b>	<input type="radio"/> Batch Submit <input checked="" type="radio"/> Web Submit
<b>Report Option:</b>	<b>Target Comparison:</b> <input checked="" type="radio"/> District <input type="checkbox"/> Breakout Boxed Items <input type="checkbox"/> Breakout Fund Code Number of Years in Total: <input checked="" type="radio"/> 5 <input type="radio"/> 6  <b>Programmed Only Reports:</b> <input type="radio"/> Fund, Phase, Program <input type="radio"/> Fund Group, Fund <input type="radio"/> Item <input type="radio"/> Item, Fund <input type="radio"/> Phase, Program, Fund <input type="radio"/> Transportation System, Phase, Program, Fund  <input type="checkbox"/> Show Dollars in Millions <input type="checkbox"/> Break Out By Central Office
<b>Budgeting District:</b>	(Select as Budgeting District) <input type="button" value="v"/>
<b>Projection Level:</b>	(Select a Projection Level Code) <input type="button" value="v"/>
<b>Snapshot:</b>	L = "LIVE" <input type="button" value="v"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	
<b>NOTICE: Web version only allows single Projection Level selections.</b>	

- Select Submit Type (Batch Submit will deliver an Excel file via email)
- Select Report Option
- Select Budgeting District
- Select Projection Level
- Select Snapshot

## 9. ADVANCED CONSTRUCTION (AC) REPORTS

The following reports are useful in determining whether an AC project is programmed correctly with a phase A8 program number 52 for conversion.

This report provides detail for each project programmed with AC funds that have a phase A8 with program number 52.

```

WPAMAIN----- FINANCIAL MANAGEMENT REPORTS MAIN MENU -----
                                                                 More:   +
2 - Web Reports delivered via E-mail (MENU)
3 - PSM SCHEDULING AND PRODUCTION MANAGEMENT REPORTS (MENU)
4 - PROGRAM PLAN CROSSWALK / TARGET REPORTS (MENU)
5 - WORK PROGRAM/BUDGET/SAMAS REPORTS (MENU)
6 - OTHER WPA REPORTS (MENU)
7 - Expenditures by SAMAS ORganization Code (EXPNDORG)
8 - TOP MANAGEMENT & LEGISLATURE REPORTS (MENU)
9 - RIGHT-OF-WAY REPORTS (MENU)
10 - "LIVE" WPA Programmed Cost Report (MADDOG)
13 - Federal Project Reconciliation Report (BILLPRJL)
14 - FEDERAL AID REPORTS MENU (MENU)
15 - FUND AND BUDGET ALLOCATION REPORTS (MENU)
16 - CODE TABLE REPORTS (MENU)
17 - WPA COMPARISON REPORTS (MENU)
18 - VIEW/PRINT "PRIOR PRIOR" UNENCUMBRANCE REPORTS

19 - PE/CEI/Right of way Reviews for Consultant & Inhouse (MENU)

D - Download Dataset (DOWNLOAD)
    PF1 = HELP  PF3 = EXIT  PF7 = PREVIOUS PF8 = NEXT
COMMAND ==> 6
    
```

- Choose option 6

```

WPARPT2----- OTHER WPA REPORTS -----
COMMAND ==> 21

1 - VARIANCE REPORTS (MENU)
2 - WP/SAMAS/BUDGET Remaining Estimates Report (REMEST)
3 - 5/6-Year Transportation Plan (Citizens's Plan) (CITZPLAN)
4 - Transportation Improvement Plan (T.I.P./S.T.I.P.) (WPAPJ93)
5 - 20-Year "Gaming" Reports (6-yr/to the dollar or 10-yr/rounded) (WPAPJ99)
6 - 20-Year "Gaming" Reports (from a variance extract w/dstrea) (VARF99GA)
7 - "Fund" Production Accomplishment Report (P.A.R.) (PARBTCH)
9 - Program Plan "Crosswalk" for Funds (P.A.R.) (PARXWLK)
10 - Program Plan "Crosswalk" for Budget (P.B.R.) (PBRXWLK)
11 - Estimated, Committed, and Remaining, etc. (3 dollar report) (FNDSAUTH)
11A - Authorized, Remaining, and Committed, for Related Projects (FNDSAURL)
15 - "BRIEF" 5 or 6 Year Report (BRIEF)
17 - Citizen Plan Adopted/Tentative Download File (MBR0617)
18 - Roadway Data Report (MBR0618)
21 - "AC" (ADVANCED CONSTRUCTION) REPORTS (MENU)
24 - Item Groups by Item Number or Items by Item Group (no dollars) (ITEMGRPS)
26 - Project Cost History Per Item Number (CHNGHIST)
31 - Item Segment Locations - Arpt,Brdg,Rdwy,Seap,Tran (LOCATION)
33 - BRIDGE PROGRAM REPORTS (MENU)

    PF1 = HELP  PF3 = EXIT  PF7 & PF8 scroll Menu choices
    
```

- Choose option 21

```

CONVERSN ----- "AC" (ADVANCED CONSTRUCTION) REPORTS ----- UPDATED: 03/24/2011
COMMAND ==> _____

REPORT OPTION (A,B,C,D,E,F,G,H,I,J,K,L,M,N,W,X) ==> B
  A = LFR/LFRF AND/OR PHASE A8/PGM 39 (LFPAYBCK)
  ----- "AC" FUNDS AND/OR PHASE A8/PGM 52 -----
  B = "AC--" WITH ITEM GROUP 'ESP' (CONVESP)
  C = "AC--" AND PGM 39 G = "ACSE" K = "ACXA" (CONVACXX)
  D = "AC--" (ALL "AC") H = "ACSH" L = "ACXL" (CONVACXX)
  E = "ACI,IMAC,NHAC" I = "ACSN" M = "ACXU" (CONVACXX)
  F = "ACF0" J = "ACSS" N = "ACEB,ACEN,ACSA" (CONVACXX)
  S = "SIB" FUNDS AND A8 PHASES (A8SIB)
  W = PHASE A8/PROG 52 WITH NO "AC" FUNDS (A852NOAC)
  X = PHASE A8/PROG 52 AND THE "AC" FUNDS (A852AC)
  FUNDS ==> _____ PROGRAM NUMBERS ==> _____ (FOR A852AC ONLY)
FILE VERSION (G1...G7, AM OR AD) ==> G1
FISCAL YEAR ==> 2019 NO.YEARS (UP TO 99) ==> 06
DETAIL SORT OPTION (D=DISTRICT, S=STATEWIDE) ==> N
DISTRICT CODE ==> 02 TYPE (B OR M) ==> B
ALLOCATION TYPE ==> C
COST TYPE (E=ESTIM, C=COMMIT, X=CALCULATED) ==> X
="LIVE" =LAST NIGHT 1 =07/01/18 2 =06/30/18 3 =04/09/18 4 =05/02/18 ==> 1
          TO SEE JOB CARD INFO & SUBMIT, PRESS ENTER
          PF1 = HELP PF3 = PREVIOUS MENU
    
```

- Select X for report option
- Complete the page and submit

```

WPAMAIN----- FINANCIAL MANAGEMENT REPORTS MAIN MENU -----
More: +
2 - Web Reports delivered via E-mail (MENU)
3 - PSM SCHEDULING AND PRODUCTION MANAGEMENT REPORTS (MENU)
4 - PROGRAM PLAN CROSSWALK / TARGET REPORTS (MENU)
5 - WORK PROGRAM/BUDGET/SAMAS REPORTS (MENU)
6 - OTHER WPA REPORTS (MENU)
7 - Expenditures by SAMAS ORganization Code (EXPNDORG)
8 - TOP MANAGEMENT & LEGISLATURE REPORTS (MENU)
10 - "LIVE" WPA Programmed Cost Report (MADDOG)
13 - Federal Project Reconciliation Report (BILLPRJL)
14 - FEDERAL AID REPORTS MENU (MENU)
15 - FUND AND BUDGET ALLOCATION REPORTS (MENU)
16 - CODE TABLE REPORTS (MENU)
18 - VIEW/PRINT "PRIOR PRIOR" UNENCUMBRANCE REPORTS

19 - PE/CEI/Right of Way Reviews for Consultant & Inhouse (MENU)

D - Download Dataset (DOWNLOAD)
E - Edit / Error Reports (MENU)

PF1 = HELP PF3 = EXIT PF7 = PREVIOUS PF8 = NEXT
COMMAND ==> 6_
    
```

This report is a listing of non-revolving AC projects with Phase A8 and program number 52.

- Choose option 6

```

WPARPT2----- OTHER WPA REPORTS -----
COMMAND ==>> 21_

1 - VARIANCE REPORTS (MENU)
2 - WP/SAMAS/BUDGET Remaining Estimates Report (REMEST)
3 - 5/6-Year Transportation Plan (Citizens's Plan) (CITZPLAN)
4 - Transportation Improvement Plan (T.I.P./S.T.I.P.) (WPAPJ93)
5 - 20-Year "Gaming" Reports (6-yr/to the dollar or 10-yr/rounded) (WPAPJ99)
6 - 20-Year "Gaming" Reports (from a variance extract w/dstarea) (VARF99GA)
7 - "Fund" Production Accomplishment Report (P.A.R.) (PARBTCH)
9 - Program Plan "Crosswalk" for Funds (P.A.R.) (PARXWLK)
10 - Program Plan "Crosswalk" for Budget (P.B.R.) (PBRXWLK)
11 - Estimated, Committed, and Remaining, etc. (3 dollar report) (FNDSAUTH)
11A - Authorized, Remaining, and Committed, for Related Projects (FNDSAURL)
15 - "BRIEF" 5 or 6 Year Report (BRIEF)
17 - Citizen Plan Adopted/Tentative Download File (MBR0617)
18 - Roadway Data Report (MBR0618)
21 - "AC" (ADVANCED CONSTRUCTION) REPORTS (MENU)
24 - Item Groups by Item Number or Items by Item Group (no dollars) (ITEMGRPS)
26 - Project Cost History Per Item Number (CHNGHIST)
31 - Item Segment Locations - Arpt,Brdg,Rdwy,Seap,Tran (LOCATION)
33 - BRIDGE PROGRAM REPORTS (MENU)

PF1 = HELP PF3 = EXIT PF7 & PF8 Scroll Menu choices
    
```

- Choose option 21

```

CONVERSN ----- "AC" (ADVANCED CONSTRUCTION) REPORTS ----- UPDATED: 03/24/2011
COMMAND ==>>

REPORT OPTION (A,B,C,D,E,F,G,H,I,J,K,L,M,N,W,X) ==>> B
A = LFR/LFRF AND/OR PHASE A8/PGM 39 (LFPAYBCK)
----- "AC" FUNDS AND/OR PHASE A8/PGM 52 -----
B = "AC--" WITH ITEM GROUP 'ESP' (CONVESP)
C = "AC--" AND PGM 39 G = "ACSE" K = "ACXA" (CONVACXX)
D = "AC--" (ALL "AC") H = "ACSH" L = "ACXL" (CONVACXX)
E = "ACI,IMAC,NHAC" I = "ACSN" M = "ACXU" (CONVACXX)
F = "ACF0" J = "ACSS" N = "ACEB,ACEN,ACSA" (CONVACXX)
S = "SIB" FUNDS AND A8 PHASES (A8SIB)
W = PHASE A8/PROG 52 WITH NO "AC" FUNDS (A852NOAC)
X = PHASE A8/PROG 52 AND THE "AC" FUNDS (A852AC)
FUNDS ==>> PROGRAM NUMBERS ==>> (FOR A852AC ONLY)

FILE VERSION (G1..G7, AM OR AD) ==>> G1
FISCAL YEAR ==>> 2019 NO.YEARS (UP TO 99) ==>> 06
DETAIL SORT OPTION (D=DISTRICT, S=STATEWIDE) ==>> N
DISTRICT CODE ==>> 02 TYPE (B OR M) ==>> B
ALLOCATION TYPE ==>> C
COST TYPE (E=ESTIM, C=COMMIT, X=CALCULATED) ==>> X
="LIVE" =LAST NIGHT 1 =07/01/18 2 =06/30/18 3 =04/09/18 4 =05/02/18 ==>> L
TO SEE JOB CARD INFO & SUBMIT, PRESS ENTER
PF1 = HELP PF3 = PREVIOUS MENU
    
```

- Select X for report option
- Fill in NREV for Funds
- Complete the page and submit

**10. RESURFACING MONITOR**

All resurfacing condition targets can be monitored by the web based Resurfacing Monitor. This report compares the current target levels in resurfacing with the program in WPA. Instructions for running the report are shown below.

- Open your web browser
- Type the following link in the address bar (for internal use only):

<https://owpb.fdot.gov/fmreports/ResurfacingMonitor.aspx>

<u><b>Resurfacing Monitor</b></u>	
<b>Output Format:</b>	Screen ▼
<b>Program Area:</b>	<input checked="" type="radio"/> Arterial <input type="radio"/> Interstate <input type="radio"/> Turnpike <input checked="" type="checkbox"/> Rollup Rural and Urban
<b>Report:</b>	<input checked="" type="radio"/> Summary <input type="radio"/> Detail - Programmed Funds <input type="radio"/> Detail - Boxed Funds <input type="radio"/> Detail - Lane Miles/Funding <input type="radio"/> Detail - Lane Miles/Funding (NHS) <b>Show Funds:</b> <input checked="" type="checkbox"/> With NHS Funds <input checked="" type="checkbox"/> With Non-NHS Funds <input type="radio"/> Detail - Lane Miles/Roadway <input type="radio"/> Detail - Lane Miles/Roadway (Candidates)
<b>District:</b>	Statewide ▼
<b>Snapshot:</b>	Refreshed Every Hour 6:15am-6:15pm ▼
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	



**Sample Report**

<b>STATEWIDE</b> <b>ARTERIAL RESURFACING Program Targets</b> Effective Date: 07/11/2018 Time: 10.15.03 Date Run: 07/11/2018 Time: 11.14.26						
---	--	--	--	--	--	--

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
<b>Funding Allocation</b>						
TOTAL ALLOCATION	\$399,254,563	\$395,814,208	\$383,846,003	\$594,996,284	\$614,184,000	\$633,212,000
DDR	\$86,006,501	\$85,169,570	\$96,462,088	\$114,692,302	\$140,916,934	\$146,761,767
DS	\$174,456,456	\$164,491,830	\$136,052,647	\$274,410,601	\$265,880,106	\$288,735,194
SA	\$81,403,855	\$85,169,570	\$91,411,063	\$205,893,381	\$207,386,960	\$197,715,038
NHRE/ACNP (Concrete)	\$57,387,750	\$60,983,232	\$59,920,207	\$0	\$0	\$0
<b>Programmed on Projects</b>						
TOTAL PROGRAMMED ON PROJECTS	<b>\$331,537,293</b>	<b>\$358,590,860</b>	<b>\$351,721,485</b>	<b>\$534,387,885</b>	<b>\$107,244,741</b>	<b>\$10,188,200</b>
DDR	\$110,951,214	\$108,595,711	\$125,514,283	\$129,990,968	\$63,497,019	\$2,110,900
DS	\$46,457,009	\$97,763,354	\$103,814,569	\$208,974,124	\$14,850,201	\$2,877,600
SA	\$39,070,063	\$60,885,424	\$56,812,927	\$146,896,802	\$26,661,701	\$5,199,700
NHRE/ACNP (Concrete)	\$65,917,721	\$60,804,407	\$58,789,915	\$15,822,314	\$0	\$0
Other	\$69,141,286	\$30,541,964	\$6,789,791	\$32,703,677	\$2,235,820	\$0
<b>Programmed in Box</b>						
TOTAL PROGRAMMED IN BOX	<b>\$0</b>	<b>\$61,525,783</b>	<b>\$45,514,195</b>	<b>\$54,778,880</b>	<b>\$513,189,785</b>	<b>\$634,209,266</b>
DDR	\$0	\$17,143,580	\$9,648,954	\$15,894,628	\$129,133,563	\$181,736,655
DS	\$0	\$31,710,568	\$31,887,449	\$26,711,285	\$225,114,941	\$291,463,415
SA	\$0	\$4,457,897	\$3,690,137	\$12,172,967	\$152,859,503	\$159,133,024
NHRE/ACNP (Concrete)	\$0	\$1,142,623	\$287,655	\$0	\$0	\$0
Other	\$0	\$7,071,115	\$0	\$0	\$6,081,778	\$1,876,172
<b>Programmed over/under Funding Allocation</b>						
TOTAL PROGRAMMED OVER/UNDER ALLOCATION	(\$67,717,270)	\$24,302,435	\$13,389,677	(\$5,829,519)	\$6,250,526	\$11,185,466
DDR	\$24,944,713	\$40,569,721	\$38,701,149	\$31,193,294	\$51,713,648	\$37,085,788
DS	(\$127,999,447)	(\$35,017,908)	(\$350,629)	(\$38,725,192)	(\$25,914,964)	\$5,605,821
SA	(\$42,333,792)	(\$19,826,249)	(\$30,907,999)	(\$46,823,612)	(\$27,865,756)	(\$33,382,314)
NHRE/ACNP (Concrete)	\$8,529,971	\$963,798	(\$842,637)	\$15,822,314	\$0	\$0
Other	\$69,141,286	\$37,613,079	\$6,789,791	\$32,703,677	\$8,317,598	\$1,876,172
<b>Lane Miles</b>						
<b>Lane Mile Allocation</b>						
TOTAL ALLOCATION	967	980	995	1,168	1,338	1,340
<b>Programmed Lane Miles</b>						
TOTAL LANE MILES PROGRAMMED ON PROJECTS	<b>964</b>	<b>978</b>	<b>934</b>	<b>1,167</b>	<b>193</b>	<b>0</b>
Rural	390	400	317	444	54	0

**11. EDIT REPORTS**

The following list describes each edit with an explanation of what the edit is looking for, the purpose of the edit and the work program instructions reference for each edit when applicable:

- EDIT #1 - EDIT\$1**

**Purpose:** To identify phases with an estimate of \$1-\$100. Programming of minor amounts as placeholders is not allowed.

**Description:** Report 1 provides projects with federal funds with estimates of \$1 - \$100 with no commitments (excl. boxes and when no prior year has a phase status of 4, 5 or 6). Report 2 provides projects with non-federal funds with estimates of \$1 - \$100 with no commitments (excl. boxes and when no prior year has a phase status of 4, 5, or 6).

FEDERAL FUNDS WITH \$1-100 AND ZERO COMMITMENTS (EXCL BOXES AND WHEN NO PRIOR YEAR HAS STATUS 4, 5, 6)

NON-FED FUNDS WITH \$1-100 AND ZERO COMMITMENTS (EXCL BOXES AND WHEN NO PRIOR YEAR HAS STATUS 4, 5, 6)

**Work Program Instructions Reference:** Programming guidelines: WPA screens and work program reports, administration

- **EDIT #2 - EDITALTY**

**Purpose:** To ensure allocation type agrees with fund code programmed.

**Description:** Provides a listing of project phases with funds and allocation types that do not comply with current work program instructions. Report 1 provides project phases with funds other than local funds that have a fund allocation type of 4 (non-budgeted). Report 2 provides a listing of project phases with an allocation type of 2 (unfunded) and 3 (revenue). These allocation types are no longer being used. Report 3 provides a listing of project phases programmed in boxes (contract class 8) that do not have an allocation type of 1 (budgeted). Report 4 provides a listing of project phases with commitments that do not have an allocation type of 1 (budgeted). Report 5 provides a list of funds with allocation type 4 (non-budgeted) on in-house phases. Report 6 provides a listing of projects with federal funds that are not allocation type 1 (budgeted) or 6 (fund transfer), excluding the fund group F49 (100% federal non-FHWA) and allocation type 5 (pending conversion) with a pending authorization request not equal to 0. Report 7 provides a listing of projects with funds with allocation type 5 (pending conversion) but no pending authorization.

NON-LF FUNDS WITH ALLOCATION TYPE 4

FUNDS WITH ALLOCATION TYPE 2 OR 3 CONTRACT CLASS 8 (BOXES) NOT ALLOCATION TYPE 1 COMMITMENTS NOT ALLOCATION TYPE 1 FUNDS WITH ALLOCATION TYPE 4 (NON-BUDGETED) ON 'IN-HOUSE' PHASES FEDERAL FUNDS NOT ALLOCATION TYPE 1 (BUDGETED) OR 6 (FUND TRANSFER) (EXCL. FUND GROUP F49 – NON-FHWA, AND ALLOCATION TYPE 5 WITH PENDING AUTHORIZATION REQUEST NOT EQUAL TO 0 FUNDS WITH ALLOCATION TYPE 5 BUT NO PENDING AUTHORIZATION

**Work Program Instructions Reference:** Appendix D, fund allocation types

- **EDIT #3 - EDITXLXU**

**Purpose:** To identify projects located off the State Highway System that have federal funds programmed for in-house support phases but not on the corresponding primary phase or have federal funds programmed for construction but not for in-house support. To identify projects programmed with federal STP urban/non-urban funds off the state highway system that do not have a local match programmed. To identify projects programmed with state primary matching funds or district dedicated revenue matching funds not on transportation system 06 (off state highway), 08 (transit), 13 (miscellaneous) or 16 (off state highway/off federal highway). This is a comprehensive EDIT that covers a review of several off system programming applications related to XL, XU, TALL and TALU funds.

**Description:** These reports provide a listing of projects on transportation system 06 (non-intrastate off state highway) or 16 (off state hwy. system/off federal hwy. system). Report 1 provides a listing of projects on transportation system 06 (non-intrastate off state hwy.) or 16 (off state hwy. system/off federal hwy. system) with federal funds on phase 41 (right of way in-house) but no federal funds, LF or TRIP on phase 43 (right of way purchase) or phase 48 (right of way, other agency), excluding contract class 8 (boxes) projects. Report 2 provides a listing of projects on transportation system 06 or 16 with federal funds on phase 61 (construction support in-house), but no federal funds on any 5x (construction) phase or LF funds on phase 52 or 58, excluding contract class 8. Report 3 provides a listing of projects programmed with both TALL (areas less than 200k population) funds and TALU (areas greater than 200k population) funds, excluding contract class 8 (boxes) projects. Report 5 provides a listing of projects programmed with both XL.. (areas less than or equal to 200k population) and XU.. (areas greater than 200k population) funds, excluding contract class 8 (boxes) projects. Report 6 provides a listing of projects not on transportation system 06, 08, 13 or 16 that have either DSF funds or DDRF funds programmed.

ITEMS ON TRANSPORTATION SYSTEM 06 OR 16 WITH FEDERAL FUNDS ON PHASE 41, BUT NO LF, TRIP, OR FEDERAL FUNDS ON PHASE 43 OR

ITEMS ON TRANSPORTATION SYSTEM 06 OR 16 WITH FEDERAL FUNDS ON PHASE 61, BUT NO FEDERAL FUNDS ON PHASE 5X OR LF OR SMALL COUNTY FUNDS ON PHASE 52 58 (EXCL. BOXES)

ITEMS WITH TALL AND TALU FUNDS ON THE SAME ITEM (EXCL. BOXES)

ITEMS WITH XL.. AND XU.. FUNDS ON THE SAME ITEM (EXCL. BOXES)

ITEMS WITH DSF OR DDRF FUNDS NOT ON TRANSPORTATION SYSTEM 06, 08, 13 OR 16

**Work program instructions reference:** Programming Guidelines: Federal Aid Funds used off the State Highway System

- **EDIT #4 - EDITCIGX**

**Purpose:** To ensure that projects programmed under the county incentive grant program and the small county outreach program have the mandatory match programmed.

**Description:** Provides a listing of project phases under the county incentive grant program (CIGP funds) and the small county outreach program (SCOP/GRSC funds) that do not have the mandatory match programmed or the amount of the match is incorrect. Report 1 provides a listing of project phases programmed with CIGP funds with a local fund match of less than 50%, excluding those with an item group identifier of WAIV. Report 2 provides a listing of project phases programmed with SCOP/GRSC funds with a local match of 25%, excluding those with an item group identifier of WAIV. Report 3 provides a listing of project phases programmed with CIGP funds without a local match programmed, excluding those with an item group identifier of WAIV. Report 4 provides a listing of project phases programmed with SCOP/GRSC funds without a local match programmed, excluding those with an item group identifier of WAIV.

CIGP FUNDS WITH LF/LFP LESS THAN 50% MATCH (EXCL. 'WAIV')

SCOP/GRSC FUNDS WITH LF/LFP LESS THAN 25% MATCH (EXCL. 'WAIV')

CIGP FUNDS WITH NO LF/LFP (EXCL. 'WAIV')

SCOP/GRSC FUNDS WITH NO LF/LFP (EXCL. 'WAIV')

**Work program instructions reference:** Programming guidelines: County Incentive Grant Program, Small County Outreach Program

- **EDIT #5 - EDITITST**

**Purpose:** To identify dropped projects with commitments and completed projects with funding in future years.

**Description:** Report 2 provides a listing of projects in an item status 003 (dropped) that have commitments greater than zero. Report 3 provides a listing of projects in an item status 003 (dropped) where the phase status is not equal to 3 (deleted). Report 4 provides a listing of projects in a phase status 3 (deleted) that have commitments greater than zero.

ITEM STATUS EQUAL TO 003 – COMMITTED NOT EQUAL TO 0

ITEM STATUS EQUAL TO 003 – PHASE STATUS NOT EQUAL TO 3

PHASE STATUS EQUAL TO 3 – COMMITTED NOT EQUAL TO 0

**Work program instructions reference:** No specific reference.

- **EDIT #6 - EDITLF**

**Purpose:** To ensure the correct allocation type is programmed on local funded projects.

**Description:** Provides reports for local funds. Report 1 provides a listing of project phases that have local funds programmed without a fund allocation type of 1 (budgeted) or 4 (non-budgeted). Report 2 provides a listing of projects with X8 phases (other agency) with local funds not programmed with an allocation type of 4; excluding phase C8 (environmental other agency); program numbers 61 (repayment to sib), 63 (toll facilities revolving trust fund - TFRTF), and 85 (Transportation Infrastructure Finance and Invoice Act - TIFIA). Excludes item groups MIC & PFS. Report 3 provides a listing of Freight, Logistics & Passenger Operations projects that are programmed without an appropriate match.

LF FUNDS FUND ALLOCATION NOT EQUAL TO 1 OR 4; LOCAL FUNDS ON X8 PHASES FUND ALLOCATION TYPE NOT EQUAL TO 4 (EXCL. ITEM GROUPS MIC AND PFS; PHASE C8, PROGRAM NUMBERS 61, 63, AND 85)

TS 09 (AVIATION) WITH PROGRAM NUMBERS 28, 32, 33, 34, 91, 99, SF; TS 15 (INTERMODAL) WITH PROGRAM NUMBER 11; TS 10 (RAIL) WITH PROGRAM NUMBER 29; TS 11 (SEAPORTS) WITH PROGRAM NUMBERS 71, 76; TS 08 (TRANSIT) WITH PROGRAM NUMBERS 13, 14, 15, 16, 17, 18, 21, 22, 25, RB, SS (EXCL. CC 8 AND SIB FUND CODE)

**Work programs instructions reference:** Programming Guidelines: Federal Aid Funds used off the State Highway System, Local Funds, Freight, Logistics & Passenger Operations

- **EDIT #7 - EDITLFA**

**Purpose:** To identify certain phases that have local funds with commitments on projects that are not in a status of construction complete that are not in the LFA (comptroller's system).

**Description:** Provides a listing of project phases with local funds LF, LFF, LFR, LFRF, LFP with a fund allocation type of 1 with commitments on any fund on the project, with an item status of less than 096 (construction complete), that is not in LFA (comptroller's system). This report excludes budgeting district 42; and 5X (construction) and 6X (construction support) phases with a status of less than 030 (advertised).

PHASES WITH LF/LFF/LFR/LFRF/LFP FUNDS WITH ALLOCATION TYPE 1 PLUS COMMITMENTS ON ANY FUND WITH ITEM STATUS LESS THAT 096 NOT IN LFA (EXCL. BD 42, PHASE 5X/6X WITH STATUS LESS THAN 030)

**Work program instructions reference:** Programming Guidelines: Local Funds

- **EDIT #8 - EDITDDIR**

**Purpose:** To identify hurricane/storm projects without an associated Detailed Damage Inspection Report (DDIR) associated.

**Description:** Report 1 provides a listing of emergency projects without an associated DDIR. Report 2 provides a listing of projects with a DDIR on a dropped phase.

NO 'DDIR' EXISTS ON HURRICANES/STORMS

DDIR EXISTS ON DROPPED PHASE

**Work program instructions reference:** Programming Guidelines: Emergencies/Disasters

- **EDIT #9 - EDITPH5X**

**Purpose:** To identify commitments on construction phases which have not been advertised.

**Description:** Report 1 provides a listing of items with a status of less than 030 (Advertised), that have a construction phase (Phase 5X) with commitments and a phase status that is not 4

(Authorized), 5 (Closed), or 6 (Finalized). The report excludes phase type 3 (Purchase), 6 (Utility), 7 (Railroad), 8 (Other Agency), and 9 (Indirect Support). Report 2 provides a listing of items with a status of less than 030 (Advertised), that have a construction phase (Phase 5X) with commitments with a phase status of 4, 5, or 6. This report excludes phase type 3 (Purchase), 6 (Utility), 7 (Railroad), 8 (Other Agency), and 9 (Indirect Support).

ITEMS WITH STATUS LESS THAN 030, PHASE 5X WITH COMMITMENTS WITH PHASE STATUS NOT EQUAL TO 4, 5, 6 (EXCL. PHASE TYPE 3, 6, 7, 8, 9)

ITEMS WITH STATUS LESS THAN 030, PHASE 5X WITH COMMITMENTS WITH PHASE STATUS EQUAL TO 4, 5, 6, (EXCL. PHASE TYPE 3, 6, 7, 8, 9)

**Work program instructions reference:** No specific reference.

- **EDIT #10 - AIRPORTS**

**Purpose:** To identify aviation items which do not have the proper SIS Item Group Identifier.

**Description:** Report 1 provides a listing of items with a transportation system of 09 (Aviation) without a SIS (Strategic Intermodal System) item group identifier (excludes county 99) compared to a list of approved SIS airports. Report 2 provides a listing of items with a transportation system of 09 (Aviation) that have a SIS Item Group Identifier on non-SIS airports (excludes county 99) compared to a list of approved SIS airports. Report 3 provides a listing of active projects associated to airports with a decommissioned date.

AIRPORTS WITH NO 'SIS' ITEM GROUP (EXCL. COUNTY 99)

'SIS' ITEM GROUP ON NON-SIS AIRPORTS (EXCL. COUNTY 99)

AIRPORTS WITH DECOMMISSIONED DATE AND STATUS LESS THAN 096

**Work program instructions reference:** Programming Guidelines: Strategic Intermodal System. The specific item group identifiers for the SIS program are contained in this chapter.

- **EDIT #11 - SEAPORTS**

**Purpose:** To identify seaport items which do not have the proper SIS Item Group Identifier.

**Description:** Report 1 provides a listing of items with a transportation system of 11 (Seaports) without a SIS (Strategic Intermodal System) item group identifier (excludes county 99) compared to a list of approved SIS seaports. Report 2 provides a listing of items with a transportation system of 11 (Seaports) that have a SIS Item Group Identifier on non-SIS seaports (excludes county 99) compared to a list of approved SIS seaports.

SEAPORTS WITH NO 'SIS' ITEM GROUP (EXCL. COUNTY 99)

'SIS' ITEM GROUP ON NON-SIS SEAPORTS (EXCL. COUNTY 99)

**Work program instructions reference:** Programming Guidelines: Strategic Intermodal System. The specific item group identifiers for the SIS program are contained in this chapter.

- **EDIT #12 - EDITDB9**

**Purpose:** To identify design build projects which do not have the proper design build Item Group Identifier.

**Description:** Report 1 provides a listing of items with contract class 9 (Design Build) that do not have a 'DB..' (Design Build) item group identifier. Report 2 provides a listing of projects that have a 'DB..' Item Group Identifier, but which do not have a contract class of 9.

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ITEMS WITH CONCLASS “9” THAT DO NOT HAVE AN ITEM GROUP IN “DB..”

ITEMS WITH AN ITEM GROUP IN “DB..” THAT DO NOT HAVE A CONTRACT CLASS 9.

**Work program instructions reference:** Programming Guidelines: Special Contracting Methods

- **EDIT #13 - EDITBOND**

**Purpose:** To identify ROW Bond funds programmed on non-ROW phases.

**Description:** Report 1 provides a listing of items with ROW bond funds on non-ROW phases, excluding item statuses 0, 3, 5, and 7.

ITEMS WITH ROW BOND FUNDS ON NON-ROW PHASES (EXCL. PHASE STATUS 0, 3, 5, 7)

**Work program instructions reference:** Programming Guidelines: Right Of Way

- **EDIT #14 – EDIT60DA**

**Purpose:** To identify work mixes that should be 60 day advertisements.

**Description:** Provides a list of projects that have work mixes 0023 Bridge – Replace and Add Lanes, 0025 Bridge – Rehabilitate and Add Lanes, 0213 Add Lanes and Reconstruct, 0218 Add Lanes and Rehabilitate Pavement, and 0236 Interchange Add Lanes that are not 60 day advertisements.

ITEMS WITH 0023, 0025, 0213, 0218, AND 0236 WORK MIXES AND NO 60DA IDENTIFIER

**Work program instructions reference:** Programming Guidelines: Production Management

- **EDIT #15 - EDITLNSW**

**Purpose:** Identifies projects with location screen information indicating new lanes are being added but with a non-capacity work mix.

**Description:** Report 1 provides a listing of projects with a location screen indicating new lanes are being added but with a non-capacity work mix. Report 2 provides a listing of projects with a work mix that indicates additional capacity but the location screen does not indicate any additional lanes being added.

NEW LANES ADDED -- NO CAPACITY WORK MIX

CAPACITY WORK MIX -- NO NEW LANES ADDED

**Work program instructions reference:** Programming Guidelines: Location Information for Roadways and Bridges

- **EDIT #16 - EDITRDWY**

**Purpose:** To ensure projects have a roadway ID programmed.

**Description:** Provides a listing of projects with a transportation system of 01 through 07 and 16, with contract class 1 (Tallahassee Let), 2 (externally managed not LAP), 5 (Local Agency Program), 7 (District Let) or 9 (Design Build) but with no roadway ID, excluding county 99, excluding phase group 7 (maintenance), and excluding PLH (Forest Highways) funds. The report is sorted by work mix. ITEMS WITH NO ROADWAY - BY WORK MIX (TRANSYS 01-07 WITH CONCLASS 1, 2, 5, 7, 9 ONLY; EXCL COUNTY 99, PHASE GROUP 7, AND PLH.

Roadways are required on projects with Transportation Systems 01 through 07 and 16 with the following exclusions:

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PROJECTS WITH ONLY 2X (PD&E), 7X (MAINTENANCE), OR 8X (OPERATIONS) PHASES ARE EXCLUDED.

WORK MIXES EXCLUDED:

- 0106 – BIKE PATH/TRAIL
- 0125 – TOLL COLLECTION
- 0126 - TOLL DATA CENTER
- 0206 – PARKING FACILITY
- 0714 - TRAFFIC SIGNAL UPDATE
- 0717 - TRAFFIC CONTROL DEVICES/SYSTEM
- 0750 – ITS COMMUNICATION SYSTEM
- 0751 – OTHER ITS
- 0752 – ITS SURVEILLANCE SYSTEM
- 0753 - TRAFFIC MANAGEMENT CENTERS
- 0754 – ADV TRAVELER INFORMATION SYSTEM
- 0756 – ITS FREEWAY MANAGEMENT
- 0757 - TMC SOFTWARE AND SYSTEM INTEGRAT
- 0758 – COMMERCIAL VEH INFO SYST/NETWK
- 0774 – SIGNING/PAVEMENT MARKINGS
- 6060 – ROUTINE MAINTENANCE
- 7087 – PERIODIC MAINTENANCE
- 8000 - TRANSIT FACILITY SECURITY

ADDITIONAL WORK MIXES EXCLUDED FOR TRANSPORTATION SYSTEM 16:

- 0205 – SIDEWALK
- 0328 – PEDESTRIAN / WILDLIFE OVERPASS
- 1070 – LANDSCAPING
- 8051 – PUBLIC TRANSPORTATION SHELTER

Projects with Program 53 - SAFETY RAIL/HWY CROSSING are excluded if the Transportation System is 16.

In addition, roadways are required on emergency projects (Work Mix 0061) if a Phase 52 (Construction), G2 (Emergency Road Repair) or H2 (Emergency Bridge Repair) is included on the project.

- **EDIT #17 - EDITAREA**

**Purpose:** To ensure the distribution area for federal funds is programmed correctly. The distribution area code must be programmed prior to federal authorization.

**Description:** Report 1 provides a listing of project phases with federal funds with invalid distribution areas. Report 2 provides a listing of project phases programmed with federal funds that have no distribution area.

FUNDS WITH INVALID DISTRIBUTION AREAS

FUNDS THAT HAVE NO DISTRIBUTION AREAS

**Work program instructions reference:** Federal Aid Programs

- **EDIT #18 - EDITRSRF**

**Purpose:** To ensure resurfacing projects are programmed with a roadway ID, indicate the number of lanes being improved, and no federal funds on work mix 0226 (Maintenance Resurfacing – Flex)

**Description:** Report 1 provides a listing of projects with a resurfacing work mix but without a roadway ID. Report 2 provides a listing of projects with a resurfacing work mix but the number of lanes improved is zero. Report 3 lists projects with federal funds on work mix 0226 (must be state funded only).

ITEMS W/RESURF WORK MIX, NO ROADWAY

ITEMS W/RESURF WORK MIX, IMPR LANES = 0

ITEMS WITH A MAINT/RESURF WORK MIX AND FEDERAL FUNDS

**Work program instructions reference:** Programming Guidelines: Location Information for Roadways and Bridges and the Resurfacing chapter.

- **EDIT #19 - EDITBRDG**

**Purpose:** To ensure bridge projects have a bridge number programmed.

**Description:** Report 1 provides a listing of projects with a bridge work mix but without a bridge number. The report excludes work mixes 0020 (New Bridge Construction), 0027 (New Bridge Construction – No Capacity Added), 0329 (Pedestrian or Wildlife Underpass), 0330 (Construct Culvert), and 0331 (Replace or Widen Culvert); excluding transportation system 06 (Non-Intrastate Off State Hwy.) and transportation 16 (Off State Hwy. System/Off Federal Hwy. System) with a work mix of 0328 (Pedestrian or Wildlife Overpass); and excluding all projects with a hurricane program number. Report 2 provides a listing of projects that have bridge funds programmed but without a bridge number identified. Report 3 provides a listing of projects that are not on transportation system 16 (Off State Hwy. System/Off Federal Hwy. System) with BRZ. (Bridge/Repair/Replacement) funds programmed.

ITEMS W/BRIDGE WORK MIX WITH NO BRIDGENO (EXCLUDING TRANSYS 06 and TRANSYS16 WITH WORK MIX 0328; EXCLUDING HURRICANE PGM#).

ITEMS W/BRIDGE FUNDS BUT NO BRIDGENO

ITEMS NOT ON TRANSYS '16' WITH BRZ.FUNDS (EXCLUDING 'ACBR', 'BRT', ACBZ & 'BRTZ')

**Work program instructions reference:** Programming Guidelines: Location Information for Roadways and Bridges



- **EDIT #20 - EDITAVIA**

**Purpose:** To ensure aviation projects have an airport number programmed.

**Description:** Provides a listing of projects with transportation system 09 (Aviation) but without an airport number, excluding county 99 and any project with a hurricane program number.

ITEMS WITH AVIATION TRANSYS (09), BUT NO AIRPORT (EXCL COUNTY 99 AND HURRICANE PGM#)

**Work program instructions reference:** Programming Guidelines: Freight, Logistics and Passenger Operations

- **EDIT #21 - EDITSEAP**

**Purpose:** To ensure seaport projects have a seaport number programmed.

**Description:** Provides a listing of projects with transportation system 11 (Seaports) but without a seaport number; excluding county 99 and projects with a hurricane program number.

ITEMS W/TRANSYS 11, BUT NO SEAPORT (EXCL COUNTY 99 AND HURRICANE PGM#).

**Work program instructions reference:** Programming Guidelines: Freight, Logistics and Passenger Operations

- **EDIT #22 - EDITTRAN**

**Purpose:** To ensure Transit projects have a Transit Grant Recipient programmed.

**Description:** Provides a listing of projects with transportation system 08 (Transit) but without a Transit Grant Recipient associated; excluding county 99 and projects with an emergency program number.

ITEMS W/TRANSYS 08, BUT NO TRANSIT AGENCY.

**Work program instructions reference:** Programming Guidelines: Freight, Logistics and Passenger Operations

- **EDIT #23 - EDITEMPG**

**Purpose:** To ensure identification number and program number agrees on all emergency projects.

**Description:** Report 1 provides a listing of projects in which the emergency ID does not agree with the program number. Report 2 provides a listing of projects, by emergency ID, in which the emergency ID does not agree with the program number. Report 3 provides a listing of projects, by program number, in which the emergency ID does not agree with the program number.

EMERGENCY ID DOES NOT AGREE WITH PROGRAM NUMBER EXCLUDES STATUS 100

EMERGENCY ID DOES NOT AGREE WITH PROGRAM NUMBER BY EMERGENCY ID EXCLUDES STATUS 100

EMERGENCY ID DOES NOT AGREE WITH PROGRAM NUMBER BY PROGRAM NUMBER EXCLUDES STATUS 100

**Work program instructions reference:** Programming Guidelines: Emergencies/Disasters

- **EDIT #24 - EDITAMND**

**Purpose:** To identify hurricane projects in amended status.

**Description:** Provides a listing of hurricane projects with phases in amended status.

AMENDMENTS ON THE HURRICANES/STORMS/EMERGENCIES

**Work program instructions reference:** Programming Guidelines: Emergencies/Disasters

- **EDIT #25 - EDITPH5A**

**Purpose:** To ensure a bonus item group identifier is programmed on projects with 5A phases.

**Description:** Report 1 provides a listing of projects with a phase 5A (Construction Contract Bonus) programmed but without a bonus item group identifier. Report 2 provides a listing of projects with a bonus group identifier and no phase 5A.

PHASE 5A WITH NO BONUS ITEM GROUP ('A5', 'B1', 'B4', 'B5', 'B7', 'B10', 'B11', 'B12', 'BS1')

BONUS ITEM GROUP ('A5', 'B1', 'B4', 'B5', 'B7', 'B10', 'B11', 'B12', 'BS1') WITH NO PHASE 5A

**Work program instructions reference:** Programming Guidelines: Special Contracting Methods

- **EDIT #26 - EDITNHIM**

**Purpose:** To ensure the accurate use of ACNH/NH or ACNP/NHPP/NHEX/NHRE on the National Highway system and ACIM/IM on the Interstate System:

**Description:** Report 1 provides a list of projects with ACNH/NH or ACNP/NHPP/NHEX/NHRE funds that do not have a National Highway System roadway ID. Report 2 provides a list of projects with ACIM funds that are not on the Interstate Transportation System. Report 3 provides a list of projects with ACIM funds that are on capacity work mix items. IMAC funds are not valid for capacity work. Report 4 provides a list of Right of Way phases with ACIM funds that have a work mix other than Interchange.

ITEMS WITH ACNH/NH or ACNP/NHPP/NHEX/NHRE FUNDS AND NO NHS ROADWAY

ITEMS WITH ACIM/IM FUNDS AND SYSTEM NOT 01 INTERSTATE

ITEMS WITH ACIM/IM FUNDS AND CAPACITY WORK MIXES

ACIM ON 4X PHASE AND NON-INTERCHANGE WORK MIX

**Work program instructions reference:** Federal Overview, Part IV - Chapter 1, Sections A and B

- **EDIT #27 - EDITBXCD**

**Purpose:** To ensure a box code is programmed on each box item.

**Description:** Report 1 provides a listing of projects that have a box code of either TG (Target), RV (Reserve), or CN (Contingency) but do not have a contract class 8 (Boxes). Report 2 provides a listing of projects with a contract class 8 (Boxes) without of a box code of TG (Target), RV (Reserve), or CN (Contingency). Report 3 provides a listing of TG (target) boxes programmed in the current year of the adopted work program and/or the first two years of the tentative work program.

ITEMS WITH BOX CODE 'CN', 'RV', 'TG' THAT ARE NOT CONTRACT CLASS 8

ITEMS WITH CONTRACT CLASS 8 THAT ARE NOT BOX CODE 'CN', 'RV', 'TG'

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BOX CODE 'TG' WITH INVALID FISCAL YEAR

**Work program instructions reference:** Programming Guidelines: Administration

- **EDIT #28 – EDITSFO**

**Purpose:** To identify projects with SFO (state funded only) group identifier programmed with federal fund codes on any phase.

**Description:** Report 1 identifies projects programmed with the SFO group identifier and federal fund codes on any phase. Any segment associated to the project with federal funding will be listing on the edit as well. Report 2 identifies projects programmed with the SFO group identifier that are related to projects without the SFO group identifier.

**Work program instructions reference:** Programming guidelines: Project Development and Environment (PD&E)

- **EDIT #29 - EDITLNHG**

**Purpose:** Provides a listing of roadway projects that have invalid project lengths, no measure codes, and/or improved lanes greater than existing lanes.

**Description:** Report 1 provides a listing of roadway projects that have invalid project lengths programmed on the Location Screen (WP07). Report 2 provides a listing of roadway projects with no measure codes and excludes contract class 4. Report 3 provides a listing of projects that have the number of lanes being improved greater than the number of lanes that exist.

ROADWAYS WITH INVALID PROJECT LENGTHS

ROADWAYS WITH BLANK MEASURE CODES

LANES IMPROVED GREATER THAN NUMBER OF LANES

**Work program instructions reference:** Programming Guidelines: Location Information for Roadways and Bridges

- **EDIT #30 - EDITRAIL**

**Purpose:** To ensure rail location information is added.

**Description:** Provides a listing of projects with work mix 8350 missing rail location information. This report lists item segments with work mix 8350 that have no rail line associated using Item Segment Location – Rail Line (WP48) screen.

WORK MIX 8350 WITHOUT AN ASSOCIATED RAIL-LINE

**Work program instructions reference:** Programming Guidelines: Freight, Logistics and Passenger Operations

- **EDIT #31 – EDITPOED**

**Purpose:** To identify projects with POED funds and ensure those funds are expended before all other fund sources.

**Description:** Report 1 identifies POED funded projects where POED funds are not designated as pay sequence 1. Report 2 identifies POED funded projects where other state funds are not designated as pay sequence 2. Report 3 identifies POED funded projects where local funds are not pay sequence 3. Report 4 identifies POED funded projects where other federal funds are programmed on the same financial; project sequence as the POED funds.

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POED FUND CODE EDITS ERROR: 1-POED NOT PAY SEQUENCE 1

POED FUND CODE EDITS ERROR: 2-STATE FUNDED NOT PAY SEQUENCE 2

POED FUND CODE EDITS ERROR: 3-LF NOT PAY SEQUENCE 3

POED FUND CODE EDITS ERROR: 4-FEDERAL FUND ON SAME FINPROJ AS POED

**Work program instructions reference:** Programming Guidelines: Freight, Logistics and Passenger Operations

- **EDIT #32 - MBRE32**

**Purpose:** To ensure each federally funded emergency project has only one DDIR assigned.

**Description:** Provides a listing of emergency projects that have more than one DDIR (Detailed Damage Inspection Report) identified per federal project number.

MULTIPLE DDIRS PER FEDERAL PROJECT

**Work program instructions reference:** Programming Guidelines: emergencies/disasters

- **EDIT #33 - EDITSIS**

**Purpose:** To identify items with both SIS and SISE item group identifiers. Also, identifies items with a SISC item group identifier but no SIS/SISE item group identifier.

**Description:** Report 1 provides a listing of projects with both a SIS (strategic intermodal system) and SISE (strategic intermodal emerging) item group identifier. Report 2 provides a listing of items with other SIS item group identifiers but without one of the mandatory item group identifiers of SIS, SISC, SISE, SISH, SISN, SISP or SISM. Report 3 provides a listing of projects with a SISC (strategic intermodal connector) item group identifier and also a SIS or SISE item group identifier. Report 4 provides a listing of projects with the QFIX item group identifier but without a SIS item group identifier and/or on the National Highway System.

ITEMS WITH BOTH 'SIS' AND 'SISE' ITEM GROUPS

ITEMS WITH NO 'SIS,' 'SISC,' 'SISE,' 'SISH,' 'SISN,' 'SISP', OR 'SISM'

ITEMS WITH 'SISC' AND ALSO 'SIS' OR 'SISE'

ITEMS WITH 'QFIX' BUT WITHOUT 'SIS%' AND/OR TS 01 OR 03

**Work program instructions reference:** Programming Guidelines: Strategic Intermodal System

- **EDIT #34 - EDITWMIX**

**Purpose:** To identify aviation, rail, intermodal and seaport projects with incorrect work mixes.

**Description:** Report 1 provides a listing of aviation projects with an incorrect work mix. Report 2 provides a listing of rail projects with an incorrect work mix. Report 3 provides a listing of intermodal projects with an incorrect work mix. Report 4 provides a listing of seaport projects with an incorrect work mix. Report 5 provides a listing of projects with an incorrect work mix. Report 6 provides a listing of projects with an inactive work mix.

AVIATION PROJECTS WITH INCORRECT WORK MIX

RAIL PROJECTS WITH INCORRECT WORK MIX

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INTERMODAL PROJECTS WITH INCORRECT WORK MIX

SEAPORT PROJECTS WITH INCORRECT WORK MIX

PROJECTS WITH INCORRECT WORK MIX????? (TRANSPORTATION SYSTEM '09', '10', '11', '15') (NOT PROGRAM PLAN CATEGORY D, F, G, H)

PROJECTS WITH AN 'INACTIVE' WORK MIX (BY WORK MIX)

**Work program instructions reference:** Programming Guidelines: Freight, Logistics and Passenger Operations

- **EDIT #35 – EDIT5WM**

**Purpose:** To ensure PE work mixes are not used on construction phases.

**Description:** Provides a listing of projects with PE, ROW or PD&E work mixes on construction phases. (Work mixes 2000, 2001, 9980, 9982, 9999; Phase 5X; SIS – Current + 10; Others – Current + 5)

CONSTRUCTION PHASE ON PDE, ROW OR PE WORK MIX

**Work program instructions reference:** Programming Guidelines: Strategic Intermodal Systems (SIS)

- **EDIT #36 - EDITSCRC**

**Purpose:** To identify capacity projects (Work Mix Group "CAP+") using SCRC fund code.

**Description:** Provides a listing of projects that are in the CAP+ work mix group that have been programmed using SCRC funds. Capacity projects are not eligible for SCRC funds.

CAPACITY PROJECTS WITH SCRC FUND CODE

**Work program instructions reference:** Programming Guidelines: Small County Outreach Programs (SCOP)

- **EDIT #37 - EDITPHA8**

**Purpose:** To identify funds incorrectly programmed for AC conversion.

**Description:** Report 1 provides a listing of contract class 8 (boxes) projects programmed with a phase A8 (administration, other agency), program number 52 (ac conversion). Report 2 lists ACxx or xxAC funds on A8 phase with the incorrect program number of 52. Report 3 lists ACxx funds on A8 phase not program number 39, 61, 78, or SB. Report 4 lists ACxx funds on A8 phase has with program number 39, 61, 78, or SB with no matching federal funds and program number 52. Report 5 provides a listing of projects where the program number is 52 on an A8 phase on a fund equal to CM, OST, SA, SE, SL, SN, SU, TALT, TALL, TALN, or TALU. Report 6 provides a listing of projects with program 52 on an A8 phase with unmatched programmed dollars.

PHASE 'A8' WITH PROGRAM NUMBER 52 ON CONCLASS 8

PHASE 'A8' WITH PROGRAM NUMBER 52 WITH 'ACXX' OR 'XXAC' FUNDS

PHASE 'A8' WITH 'ACXX' FUNDS AND PROGRAM NUMBER NOT 39, 61, 78, SB

PHASE 'A8' WITH 'ACXX' FUNDS AND PGM 39, 61, 78, SB WITH NO MATCHING FEDERAL FUNDS AND PROGRAM NUMBER 52

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PHASE 'A8' WITH PROGRAM 52 WITH FUND EQUAL TO CM, OST, SA, SE, SL, SN, SU, TALT, TALL, TALN, TALU

PHASE 'A8' WITH PROGRAM 52 UNMATCHED PGM \$ NON A8/AC FUNDS

**Work program instructions reference:** Programming Guidelines: Advanced Construction

- **EDIT #38 - EDITSISR**

**Purpose:** To identify items that should have a SIS item group identifier. Also identifies SIS items without a roadway identification programmed.

**Description:** Report 1 provides a listing of projects with a transportation system of 01 (intrastate interstate) or 02 (intrastate turnpike) but do not have a SIS (strategic intermodal system) item group identifier. Report 2 provides a listing of projects with a SIS item group Identifier but no roadway ID, excluding contract class 8 (boxes) and county 99.

TRANSYS 01/02 WITH NO 'SIS' ITEM GROUP

'SIS' ITEMS WITH NO ROADWAY (EXCL BOXES AND COUNTY 99) TRANSYS 01-07

**Work program instructions reference:** Programming Guidelines: Strategic Intermodal System (SIS)

- **EDIT #39 - EDITDIH**

**Purpose:** To identify off-system projects which have state funds programmed on in-house phases.

**Description:** Report 1 provides a listing of projects that have in-house phases with 'DIH' funds on off-system projects. Report 2 provides a listing of projects with transportation system 06 or 16 with state funds.

IN-HOUSE PHASES WITH 'DIH' FUNDS OFF SYSTEM (TRANSPORTATION SYSTEM 06 OR 16) (EXCLUDE ITEMS IF PHASE 5X HAS 'CIGP', 'TRIP', 'SCOP', 'SCRA' OR 'GRSC' FUNDS)

ITEMS ON TRANSPORTATION SYSTEM '06', '16' WITH STATE FUNDS

**Work program instructions reference:** Programming Guidelines: Construction Engineering Inspection, Preliminary Engineering, Project Development & Environmental, Right of Way, Traffic Engineering & Operations

- **EDIT #40 – EDITSFA**

**Purpose:** To identify projects with safety funds programmed and no safety group identifier.

**Description:** Provides a listing of projects that have ACSS or HSP funds without a safety item group.

ITEMS WITH NO SFA1, SFA2 SFA3, SFA4, SFA5, SFA6, SFA7, SFA8, SFA9, CTST, HEBC, SKID, SCES

ITEMS WITH ACSS AND HSP FUND CODES

**Work program instructions reference:** Programming Guidelines: Safety

- **EDIT #41 - EDITSUNT**

**Purpose:** To identify SUNTrail projects with the correct work mix, group identifier and associated trail identification number.

**Description:** Report 1 provides a list of projects that have SUNT without an associated trail identification number. Report 2 provides a list of projects with trail identification numbers but no SUNT group identifier. Report 3 provides a list of SUNTrail projects using TLWR funds without 0106 Bike Path/Trail work mix.

ITEMS WITH SUNT AND NO TRAIL ID

ITEMS WITH TRAIL ID AND NO SUNT

ITEMS WITH TLWR AND NO 0106 WORK MIX

**Work project instructions reference:** Programming Guidelines: Trails

- **EDIT #42 - EDITBR16 – This edit report has been combined with edit report 19 (EDITBRDG).**
- **EDIT #43 - EDITCC**

**Purpose:** To identify local funds programmed on an X8 phase with an allocation type other than 4 (non-budgeted); to identify X8 phases with federal funds on projects without a contract class 5; and to identify projects that have a contract class 5 but no X8 phase.

**Description:** Report 1 provides a listing of contract class 2 or 5 (JPA/LAP) projects with phase X8 (other agency) programmed with LF.. (local) funds with an allocation type other than 4 (non-budgeted), excluding phase A8 (administration other agency). Report 2 provides a listing of items with phase X8 and federal funds that are not contract class 2 or 5. Report 3 provides a listing of contract class 2 or 5 projects that do not have an X8 phase, excluding X1 phases. Report 4 provides a listing of projects with an X4 or X8 phase without a contract class 2 or 5. Report 5 provides a listing of projects with phase 52 or 56 with federal funds and contract class 7.

ITEMS WITH CONTRACT CLASS 2 OR 5, PHASE X8 (EXCLUDING A8), LF FUNDS, FUND ALLOCATION TYPE NOT EQUAL TO 4

ITEMS WITH PHASE X8 AND FEDERAL FUNDS THAT ARE 'NOT' CONTRACT CLASS 2, 5 (EXCLUDE PHASES 'A8', 'C8', '18', '28', '88')

ITEMS WITH CONCLASS 2, 5 WITHOUT A MATCHING PHASE TYPE 8 (EXCLUDES 'X1' PHASES) (EXCLUDES GREATER THAN OR EQUAL TO '090' STATUS) (INCLUDES PHASE GROUPS C, D, E, F, G, H, I, J, K, L, 1, 2, 3, 4, 5, 6)

ITEMS WITH PHASE 'X4', 'X8' WITHOUT CC2 OR 5

ITEMS WITH PHASE '52' OR '56' WITH CONCLASS 7 AND FEDERAL FUNDS (FUND GROUP FXX) (INCLUDES STATUS less than '090') (CURRENT YEAR + FIRST YEAR OF TWP ONLY)

**Work program instructions reference:** Programming Guidelines: Federal Aid used off the State Highway System and Local Agency Program

- **EDIT #44 - EDITTRIP**

**Purpose:** To ensure TRIP funded projects are programmed with the correct match.

**Description:** Report 1 provides a listing of projects with TRIP (transportation regional incentive program) funds that do not have local funds or XU.. funds programmed for the required match; excluding projects with a WAIV (local match waived) item group identifier. Report 2 provides a listing of projects programmed with TRIP where the local funds plus SIBG and XU..funds are less than the amount of the TRIP funds; excluding projects with a WAIV (local match waived) item group identifier.

TRIP FUNDS WITH NO 'LF', 'LFP', 'LFF', 'LFR' OR 'XU++' FUNDS (EXCLUDING ITEM GROUP 'WAIV') (EXCLUDING BUD DIST '31')

---

LF, LFF, LFP, LFR PLUS SIBG AND XU++ FUNDS TOTAL LESS THAN THE 'TRIP' AMOUNT  
(EXCLUDING ITEM GROUP 'WAIV') (EXCLUDING BUD DIST '31')

**Work program instructions reference:** Programming Guidelines: Transportation Regional Incentive Program

- **EDIT #45 - EDITSTIP**

**Purpose:** To identify items with an estimate increase which may require a STIP amendment. (This is a warning report)

**Description:** Report 1 provides a report listing project phase groups that have an estimate increase that may require a STIP amendment. Report 2 provides a report listing projects that have scope changes that may require a STIP amendment.

STIP AMENDMENTS NEEDED FOR ESTIMATE INCREASES

STIP AMENDMENTS NEEDED FOR SCOPE CHANGES

**Work program instructions reference:** Programming Guidelines: Federal Aid Programs

- **EDIT #46 - EDITSYS**

**Purpose:** To ensure the transportation system programmed on the project matches Roadway Characteristics Inventory (RCI).

**Description:** Provides a comparison of the transportation system programmed on the project to that indicated by RCI using the transportation system crosswalk. This crosswalk is included in the edit report. Any project for which the construction phase was started prior to fiscal year 2014 for transportation system 05 (non-intrastate state highway) or 07 (non-intrastate toll) is exempt from the edit.

WPA VS RCI TRANSPORTATION SYSTEM INCONSISTENCIES

**Work program instructions reference:** Programming Guidelines: Location Information for Roadways and Bridges

- **EDIT #47 - This edit report was deleted**
- **EDIT #48 - This edit report was deleted**
- **EDIT #49 - This edit report was deleted**
- **EDIT #50 - This edit report has been deleted and moved to edit report #43.**
- **EDIT #51 - This edit report was deleted**
- **EDIT #52 – This edit report was deleted**
- **EDIT #53 - EDITBMS – This edit report has been combined with edit report 19 (EDITBRDG)**
- **EDIT #54 - EDITDPTO**

**Purpose:** To identify projects funded with DPTO funds that are not programmed with a public transportation system or with an intermodal access program number.

**Description:** This report provides a listing of projects programmed with DPTO funds but not on any of the following transportation systems: 08 - transit; 09 - aviation; 10 - rail; 11 - seaport; 15 - multimodal; or on a project with a program number 11 - intermodal access.



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DPTO' FUNDS THAT ARE NOT EITHER TRANSPORTATION SYSTEM 08-11, 15 OR PROGRAM NUMBER NO 11

**Work program instructions reference:** Programming Guidelines: Freight, Logistics and Passenger Operations

- **EDIT #55 - EDITPGM**

**Purpose:** To identify construction phases funded with multiple program numbers on the same sequence.

**Description:** This report provides a listing of construction phases with multiple program numbers on the same financial project.

DIFFERENT BUDGET CATEGORIES ON THE SAME ITEM/PHASE/SEQ (PHASE 52 ONLY, EXCLUDE 'ARRA' PROGRAM NUMBERS)

**Work program instruction reference:** Programming Guidelines: Resurfacing, Safety, SIS

- **EDIT #56 - This edit report is no longer available.**
- **EDIT #57 - EDITSMCO**

**Purpose:** To identify small county projects with the incorrect program number or funds.

**Description:** To identify projects funded with SCRA, SCRC, SCOP, GRSC, and CIGP funds that are not programmed with a correct program number. Also identifies DS/DDR funds with specific program numbers, but no CIGP, GRSC, SCOP, SCRA, or SCRC funds.

'SCRA' FUNDS THAT ARE NOT PROGRAM NUMBER 94

'SCRC' 'SCOP' OR 'GRSC' FUNDS NOT PROGRAM NUMBER 93

'CIGP' FUNDS NOT PROGRAM NUMBER 87 (EXCLUDING PHASE X1)

'DS/DDR' FUNDS WITH PROGRAM NUMBERS 87, 93, 94 BUT NO CIGP/GRSC/SCOP/SCRA/SCRC

**Work program instructions reference:** Programming Guidelines: County Incentive Grant Program and Small County Outreach Program

- **EDIT #58 - EDITARRA**

**Purpose:** To identify various programming situations where ARRA projects are incorrectly programmed.

**Description:** Report 1 provides a listing of projects with an ARRA item group and no stimulus funds. Report 2 provides a listing of ARRA item groups with no stimulus program numbers. Report 3 provides a listing of stimulus funds with no ARRA item group. Report 4 provides a listing of projects with stimulus program numbers with no stimulus funds. Report 5 provides a listing of projects with stimulus projects with FTA/FTAT funds and no ARRA distribution area. Report 6 provides a listing of projects with an ARRA distribution area and no FTA/FTAT funds. Report 7 provides a listing of projects with advanced construction and stimulus funds on the same financial project number. Report 8 provides a listing of projects in which an ARRA item group existed on 04/15/2009 and does not exist now. Report 9 provides a listing of projects with an ARRA program number but is not crosswalked to the ARRA budget category. Report 11 provides a listing of ARRA projects with in-house phases with DIH funds off system.

'ARRA' ITEM GROUP WITH NO 'STIMULUS' FUNDS OR PROG (EXCLUDING ARRA ITEM GROUPS EXISTED ON 04/15/2009)

'STIMULUS' FUNDS OR PROGRAM NUMBERS WITH NO 'ARRA' ITEM GROUP (EXCLUDING 'HSRR' AND 'HSRS' FUNDS)

'STIMULUS' FUNDS WITH NO 'STIMULUS' PROGRAM NUMBER (INCLUDES: 'FTA/FTAT' WITH DISTRIBUTION AREA 'ARRA')

'STIMULUS' PROGRAM NUMBERS WITH NO 'STIMULUS' FUNDS (EXCLUDE: 'FTA/FTAT' WITH DISTRIBUTION AREA 'ARRA')

'STIMULUS' PROGRAM WITH 'FTA/FTAT' FUNDS BUT NO 'ARRA' DISTRIBUTION AREA

'AC--' FUNDS AND 'FS..' FUNDS ON SAME ITEM/PHASE/SEQ (EXCLUDING 'P3' ITEMS)

'ARRA' ITEM GROUP EXISTED ON 04/15/2009, BUT DOES NOT EXIST NOW! (EXCLUDING BOXES)

'ARRA' PROGRAM NUMBER, BUT NOT SAMAS CATEGORY 088825

IN-HOUSE PHASES WITH 'DIH' FUNDS OFF SYSTEM (TRANSPORTATION SYSTEM 06, 13, 16)

**Work program instructions reference:** No specific reference

- **EDIT #59 - EDITFLRE**

**Purpose:** To identify programming situations where rail enterprise projects are incorrectly programmed.

**Description:** Report 1 provides a listing of projects with Budgeting District 31 and no FLRE item group identifier. Report 2 provides a listing of projects with Budgeting District 31 without budgeting entity 55100500. Report 3 provides a listing of projects with budgeting entity 55100500 that are not Budgeting District 31.

BUDGETING DISTRICT 31 WITH NO 'FLRE' ITEM GROUP

BUDGETING DISTRICT 31 WITH BUDGET ENTITY NOT '55100500' (EXCLUDING FISCAL YEAR 2012)

BUDGET ENTITY '55100500' NOT ON BUDGETING DISTRICT 31

**Work program instructions reference:** Programming Guidelines: Freight, Logistics and Passenger Operations

- **EDIT #60 – EDITSTAT**

**Purpose:** To ensure the project item status is current.

**Description:** This report provides a listing of projects with various item statuses past 3 months or more.

ITEMS WITH STATUS 030, 040, 060 AND A STATUS DATE IN PAST 3 MONTHS (DESIGN BUILD 6 MONTHS)

**Work program instructions reference:** No specific reference.

- **EDIT #61 – EDITPHST**

Purpose: To ensure the phase status is correct.

Description: Report 0 provides a listing of projects with a phase status of replaced and the estimated is not equal to 0 or the committed amount is greater than 0. Report 1 provides a listing of projects with a phase status of candidate and the estimated is equal to 0 or the committed is not equal to 0. Report 2 provides a listing of projects with a phase status of unauthorized and the estimated is equal to 0 or the committed amount is not 0. Report 3 provides a listing of projects with a phase status of dropped and the estimated is equal to 0 or the committed amount is not 0. Report 4 provides a listing of projects with a phase status of authorized and the estimated is equal to 0. Report 5 provides a listing of projects with a phase status of closed and the estimated is equal to 0 or the committed amount is equal to 0. Report 6 provides a listing of projects with a phase status of finalized and the estimated is equal to 0 or the committed amount is equal to 0. Report 7 provides a listing of projects with a phase status of converted and the estimated is not equal to 0 or the committed amount is not equal to 0. Report 8 provides a listing of projects with a phase status of undefined and the estimated is not equal to 0. Report 9 provides a listing of projects without a phase status of \*, 0, 1, 2, 3, 4, 5, 6, 7.

PHASE STATUS EQUAL TO 0 (REPLACED) ESTIMATED NOT EQUAL 0 OR COMMITTED GREATER THAN 0

PHASE STATUS EQUAL TO 1 (CANDIDATE) ESTIMATED EQUAL TO 0 OR COMMITTED NOT EQUAL 0

PHASE STATUS EQUAL TO 2 (UNAUTHORIZED) ESTIMATED EQUAL TO 0 OR COMMITTED NOT EQUAL 0

PHASE STATUS EQUAL TO 3 (DROPPED) ESTIMATED EQUAL TO 0 OR COMMITTED NOT EQUAL 0

PHASE STATUS EQUAL TO 4 (AUTHORIZED) ESTIMATED EQUAL TO 0

PHASE STATUS EQUAL TO 5 (CLOSED) ESTIMATED EQUAL TO 0 OR COMMITTED EQUAL TO 0

PHASE STATUS EQUAL TO 6 (FINALED) ESTIMATED EQUAL TO 0 OR COMMITTED EQUAL TO 0 (ONLY DISPLAYING THOSE OVER 20K)

PHASE STATUS EQUAL TO 7 (CONVERTED) ESTIMATED NOT EQUAL 0 OR COMMITTED NOT EQUAL TO 0

PHASE STATUS EQUAL TO \* (UNDEFINED) ESTIMATED NOT EQUAL 0

PHASE STATUS NOT \*, 0, 1, 2, 3, 4, 5, 6, 7

Work program instructions reference: No specific reference.

- **EDIT #62 – EDITDRA**

**Purpose:** To ensure the programming is correct for Deferred Reimbursement Agreements (DRA).

**Description:** Report 1 provides a listing of projects with LFR funds on a phase 94 or 98 with no DRA item group identifier. Report 2 provides a listing of projects with a DRA item group identifier and no LFR funds on a phase 94 or 98. Report 3 provides a listing of projects with DRA item group identifiers and no phase A8. Report 4 provides a listing of DRA projects in which the A8 and LFR phases do not equal. Report 5 provides a listing of projects with an item status less than 070 and the LFR year greater than the phase A8 year. Report 6 provides a listing of projects in which the funds on the A8 phase do not have a FLP budget category.

'LFR' FUNDS ON PHASE '94', '98' WITH NO 'DRA' ITEM GROUP

ITEM GROUP 'DRA' WITH NO 'LFR' FUNDS ON PHASE '94' OR '98'

ITEM GROUP 'DRA' WITH NO PHASE 'A8'

ITEM GROUP 'DRA' WITH PHASE 'A8' AND 'LFR' FUNDS ON PHASE '94' OR '98' BUT PHASE 'A8' TOTAL NOT EQUAL 'LFR'

ITEM STATUS LESS THAN '070' AND 'LFR' YEAR GREATER THAN PHAS 'A8' YEAR

PHASE 'A8' FUND DOES NOT HAVE A FLP BUDGET CATEGORY

**Work program instructions reference:** Programming Guidelines: Freight, Logistics and Passenger Operations

**PART IV - CHAPTER 1: OVERVIEW OF MAJOR PROGRAMS**

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## **PART IV - CHAPTER 1: OVERVIEW OF MAJOR PROGRAMS**

### **A. INTRODUCTION**

On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act" - the first Federal law in over ten years to provide long-term funding certainty for surface transportation. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for the Department's highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology and statistics programs.

The FAST Act's "National Highway Freight Program" is complemented by a new "Nationally Significant Freight and Highway Projects Program" that will provide on average \$900 million annually for large scale projects. These two new initiatives target resources at national priorities and underscore the critical role of the federal government in maintaining the U.S. surface transportation network.

### **B. PROGRAM STRUCTURE**

The FAST Act retains the highway program structure enacted in the 2012 Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) surface transportation law with only a few major additions or changes:

- National Highway Performance Program
  - Slight expansion of program eligibilities, most notably the ability to use NHPP funds for improvements to bridges that are not on the National Highway System
- Surface Transportation Block Grant Program
  - Name change for the program formerly known as the Surface Transportation Program
  - Increases the geographically allocated portion for large urban areas over 200,000 in population from 50% of the program in 2015 to 55% in 2020 by incrementing the percentage by 1% per year from 2016 to 2020.
- Congestion Mitigation and Air Quality Program
  - Slight expansion of program eligibilities and exemptions
- Highway Safety Improvement Program
  - Slight expansion of program eligibilities
  - Prohibition on using program funds for behavioral or educational activities, restricting using to only the infrastructure type eligibilities explicitly listed in the law
- Transportation Alternatives
  - Slight expansion in eligible recipients
- National Freight Program
  - New formula program for freight-related highway improvements



- Nationally Significant Freight and Highway Projects Program
  - New discretionary program for freight-related highway, rail and intermodal improvements

## **C. NATIONAL HIGHWAY PERFORMANCE PROGRAM**

### **1. WPA FUND CODES**

- **NHPP** – National Highway Performance Program
  - **ACNP** – Advanced construction fund type version of NHPP
- **NHRE** - National Highway Performance Program – resurfacing
  - **ACNR** – Advanced construction fund type version of NHRE
- **NHBR** – NHPP for bridges (including inspection) on the National Highway System (NHS) (Note that beginning in FY2016 these funds may be used for any bridge on the Federal Aid Highway System, not just those on the NHS)
  - **ACBR** - Advanced construction fund type version of NHBR

### **2. PROGRAM PURPOSE**

The FAST Act continues the National Highway Performance Program, which was established under MAP-21. The NHPP provides support for the condition and performance of the NHS, for the construction of new facilities on the NHS, and to ensure that investments of federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a state's asset management plan for the NHS.

### **3. STATUTORY CITATION(S):**

23 United States Code (USC) 119

### **4. FUNDING FEATURES**

- The NHPP is funded by contract authority from the Highway Account of the Highway Trust Fund.
- Funds are subject to the overall federal-aid obligation limitation.

#### **a. Federal Share**

The federal share is generally 80%, subject to the sliding scale adjustment, which is a 1.93% additive for Florida, for a total federal share of 81.93% (except that projects on the interstate are not eligible for the sliding scale adjustment in Florida).

When the funds are used for interstate projects to add high occupancy vehicle (HOV) or auxiliary lanes, but not other thru lanes, the federal share may be 90%.

An increased federal share may be granted for:

- Projects incorporating innovative project delivery methods

Although the nominal federal share is stated above, Florida has elected to utilize toll credits to “soft match” these federal funds in lieu of matching with state funds. This, in essence, allows the Florida Department of Transportation (department) to increase the federal share to 100% with no additional non-federal funds required. See the Soft Match section in this chapter for further information on use of toll credits for the non-federal share.

### **b. Innovative Program Delivery**

Authorizes the department to allow a 5% increase above the regular federal share for projects which:

- Contain innovative project delivery methods that improve work zone safety for motorists or workers and the quality of the facility
- Contain innovative technologies, manufacturing processes, financing, or contracting methods that improve the quality of, extend the service life of, or decrease the long-term costs of maintaining highways and bridges
- Accelerate project delivery while complying with other applicable federal laws (including regulations) and not causing any significant adverse environmental impact
- Reduce congestion related to highway construction

Note: Add item group identifier of IVPD for an increased federal share of an additional +5% for project(s) that meet the criteria above. FHWA Review and Approval of the specific project and innovative techniques would be required prior to programming the IVPD item Group.

## **5. ELIGIBLE ACTIVITIES**

NHPP projects must be on an eligible facility and support progress toward achievement of national performance goals for improving infrastructure condition, safety, mobility, or freight movement on the NHS, and be consistent with Metropolitan and statewide planning requirements. Eligible activities include:

- Construction, reconstruction, resurfacing, restoration, rehabilitation, preservation, or operational improvements of NHS segments
- Construction, replacement (including replacement with fill material), rehabilitation, preservation, and protection (including scour countermeasures, seismic retrofits, impact protection measures, security countermeasures, and protection against extreme events) of NHS bridges and tunnels, and for bridges not on the NHS but still on the Federal Aid Highway System.
- Bridge and tunnel inspection and evaluation on the NHS and inspection and evaluation of other NHS and non-NHS highway infrastructure assets, as long as they are on the Federal Aid Highway System.
- Training of bridge and tunnel inspectors
- Construction, rehabilitation, or replacement of existing ferry boats and facilities, including approaches that connect road segments of the NHS
- Construction, reconstruction, resurfacing, restoration, rehabilitation, and preservation of, and operational improvements for, a federal-aid highway not on the NHS, and construction of a transit project eligible for assistance under chapter 53 of title 49, if the project is in the same corridor and

in proximity to a fully access-controlled NHS route, if the improvement is more cost-effective (as determined by a benefit-cost analysis) than an NHS improvement, and will reduce delays or produce travel time savings on the NHS route and improve regional traffic flow

- Bicycle transportation and pedestrian walkways
- Highway safety improvements on the NHS
- Capital and operating costs for traffic and traveler information, monitoring, management, and control facilities and programs
- TIFIA subsidy and administrative costs
- Development and implementation of a State Asset Management Plan for the NHS including data collection, maintenance and integration, software costs, and equipment costs
- Infrastructure-based Intelligent Transportation System (ITS) capital improvements
- Environmental restoration and pollution abatement
- Control of noxious weeds and establishment of native species
- Environmental mitigation related to NHPP projects
- Construction of publicly owned intracity or intercity bus terminals servicing the NHS
- Workforce development, training, and education activities are also an eligible use of NHPP funds.[§1109; 23 USC 504(e)]

The FAST Act continues all prior NHPP eligibilities, and adds four new eligible categories:

- Installation of vehicle-to-infrastructure communication equipment [23 U.S.C. 119(d)(2)(L)];
- Reconstruction, resurfacing, restoration, rehabilitation, or preservation of a bridge on a non-NHS Federal-aid highway (if Interstate System and NHS Bridge Condition provision requirements are satisfied) [23 U.S.C. 119(i)];
- A project to reduce the risk of failure of critical NHS infrastructure (defined to mean a facility, the incapacity or failure of which would have a debilitating impact in certain specified areas) [23 U.S.C. 119(j)(3)]; and
- At a State's request, the U.S. DOT may use the State's STBG funding to pay the subsidy and administrative costs for TIFIA credit assistance for an eligible NHPP project or group of projects. [23 U.S.C. 119(h)]

## **6. LOCATION OF PROJECTS**

NHPP funds may only be used for projects on or associated with the NHS as described above under "Eligible activities." An exception is provided under certain circumstances for non-NHS highway or transit projects in an NHS corridor.

## **7. ENHANCED NATIONAL HIGHWAY SYSTEM PROGRAM FEATURES**

The enhanced NHS is composed of approximately 220,000 miles of rural and urban roads serving major population centers, international border crossings, intermodal transportation facilities, and major travel destinations. It includes:

- The interstate system
- All principal arterials (including those not previously designated as part of the NHS) and border crossings on those routes
- Intermodal connectors -- highways that provide motor vehicle access between the NHS and major intermodal transportation facilities
- STRAHNET -- the network of highways important to U.S. strategic defense
- STRAHNET connectors to major military installations [§1104; 23 USC 103]

### **a. Asset Management Plan**

The United States Department of Transportation (USDOT) Secretary is directed to publish a rulemaking establishing the process for states to use in developing a risk-based, performance-based asset management plan for preserving and improving the condition of the NHS. States are encouraged to include all infrastructure assets within the right-of-way corridor. The plan must include at least the following:

- Summary list, including condition, of the state's NHS pavements and bridges
- Asset management objectives and measures
- Performance gap identification
- Lifecycle cost and risk management analysis
- Financial plan
- Investment strategies

Each state's process must be reviewed and recertified at least every four years. If certification is denied, the state has 90 days to cure deficiencies. If a state has not developed and implemented an asset management plan consistent with requirements by the beginning of the second federal fiscal year after the establishment of the process, the federal share for NHPP projects in that federal fiscal year is reduced to 65%.

### **b. Performance**

The USDOT Secretary, in consultation with states, Metropolitan Planning Organizations (MPO), and other stakeholders, is directed to publish a rulemaking establishing:

- Minimum standards for states to use in developing and operating bridge and pavement management systems
- Performance measures for interstate and NHS pavement condition, NHS bridge condition, and interstate and NHS performance

- Minimum conditions for interstate pavements – may vary geographically
- Data elements necessary to collect and maintain standardized data to carry out a performance-based approach [23 USC 150(c)]

States are required to establish targets for these measures within one year of the final rule on national performance measures. [23 USC 150(d)]

- States will report to the USDOT on progress in achieving targets within four years of enactment and then every two years [23 USC 150(e)] and MPOs will report to the USDOT on progress in their metropolitan transportation plan (four or five year frequency). [23 USC 134(i)]
- If a state does not meet or make significant progress toward targets for two consecutive reporting periods, the state must document in its next report the actions it will take to achieve the targets. [23 USC 119(e)(7)]

### **c. Transition Period**

Until a state has in effect an approved asset management plan and has established performance targets, but no later than 18 months after the USDOT Secretary has promulgated the rulemaking for the performance measures, the USDOT Secretary will approve obligations of funds in that state for the NHPP that otherwise meet the NHPP eligibility criteria. This transition period may be extended if the USDOT Secretary determines that the state has made a good faith effort to establish an asset management plan and performance targets.

## **D. SURFACE TRANSPORTATION BLOCK GRANT PROGRAM**

### **1. PROGRAM PURPOSE**

The FAST Act converts the long-standing Surface Transportation Program into the Surface Transportation Block Grant Program acknowledging that this program has the most flexible eligibilities among all Federal-aid highway programs and aligning the program's name with how FHWA has historically administered it. [FAST Act § 1109(a)]. The STBG promotes flexibility in State and local transportation decisions and provides flexible funding to best address State and local transportation needs.

### **2. STATUTORY CITATION(S)**

FAST Act § 1109; 23 USC 133

### **3. FUNDING FEATURES**

Funded by contract authority from the Highway Account of the Highway Trust Fund. Funds are subject to the overall federal-aid obligation limitation.

The FAST Act also extends the requirement for States to make available obligation authority to urbanized areas over 200,000 population, but changes the period of time to which that requirement attaches (now over the period of FY 2016-2020). [23 U.S.C. 133(g)(1)]

**a. Program Allocation:**

- Of the STBG apportionment (after set-asides), 50% may be used in any area of the state (SA funds).
- Of a State's STBG apportionment (after set-asides), 50% (for FY2015) is to be obligated in the following areas in proportion to their relative shares of the state's population. Beginning in FY2016 the percentage increases by one percent each year until it reaches 55% in FY2020.
  - SU (ACSU for Advance Construction Fund Type) - Urbanized areas with population greater than 200,000 – This portion is to be divided among those areas based on their relative share of population, unless the USDOT Secretary approves a joint request from the state and relevant MPO(s) to use other factors.
  - SL (ACSL for Advance Construction Fund Type) - Areas with population greater than 5,000 but no more than 200,000 – Projects in these areas are to be identified for funding by the state in consultation with regional planning organizations, if any.
  - SN (ACSN for Advance Construction Fund Type) - Areas with population of 5,000 or less.

The following distribution areas have been established for sub-allocation of SU funding for urban areas over 200K:

<b>Distribution Area</b>	<b>Transportation Management Area</b>
X01	CAPE CORAL
X02	SARASOTA - BRADENTON
X03	JACKSONVILLE
X04	PENSACOLA
X05	FT.LAUD. - HOLLYWOOD - POMPAÑO
X06	W. PALM - BOCA RATON - DELRAY
X07	DAYTONA BEACH - PORT ORANGE
X08	MELBOURNE - PALM BAY
X09	ORLANDO
X10	MIAMI - HIALEAH
X11	TAMPA - ST. PETE.
X12	BONITA SPRINGS - NAPLES
X13	TALLAHASSEE
X14	PORT ST. LUCIE
X15	LAKELAND
X16	WINTER HAVEN
X17	KISSIMMEE

**4. ELIGIBLE ACTIVITIES**

- Construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, or operational improvements for highways

- Replacement, rehabilitation, preservation, protection, and anti-icing/deicing for bridges and tunnels on any public road, including construction or reconstruction necessary to accommodate other modes
- Construction of new bridges and tunnels on a federal-aid highway
- Inspection and evaluation of bridges, tunnels and other highway assets as well as training for bridge and tunnel inspectors
- Capital costs for transit projects eligible for assistance under chapter 53 of title 49, including vehicles and facilities used to provide intercity passenger bus service
- Carpool projects, fringe and corridor parking facilities and programs, including electric and natural gas vehicle charging infrastructure, bicycle transportation and pedestrian walkways, and ADA sidewalk modification
- Highway and transit safety infrastructure improvements and programs, installation of safety barriers and nets on bridges, hazard eliminations, mitigation of hazards caused by wildlife, railway-highway grade crossings
- Highway and transit research, development, technology transfer
- Capital and operating costs for traffic monitoring, management and control facilities and programs, including advanced truck stop electrification
- Surface transportation planning
- TAP eligible projects --This new program includes most transportation enhancement eligibilities. See the Transportation Alternatives section of the Overview of Major Programs chapter for specific eligibilities.
- Transportation control measures
- Development and establishment of management systems
- Environmental mitigation efforts (as under NHPP)
- Intersections with high accident rates or levels of congestion
- Infrastructure-based ITS capital improvements
- Environmental restoration and pollution abatement
- Control of noxious weeds and establishment of native species
- Congestion pricing projects and strategies, including electric toll collection and travel demand management strategies and programs
- Recreational trails projects
- Construction of ferry boats and terminals
- Border infrastructure projects

- Truck parking facilities
- Development and implementation of state asset management plan for the NHS, and similar activities related to the development and implementation of a performance based management program for other public roads
- Surface transportation infrastructure modifications within port terminal boundaries, only if necessary to facilitate direct intermodal interchange, transfer, and access into and out of the port
- Construction and operational improvements for a minor collector in the same corridor and in proximity to an NHS route if the improvement is more cost-effective (as determined by a benefit-cost analysis) than an NHS improvement and will enhance NHS level of service and regional traffic flow
- Workforce development, training, and education activities are also an eligible use of STP funds
- Subsidy and administrative costs necessary to provide an eligible entity Federal credit assistance to a project eligible for the TIFIA program
- The creation and operation by a State of an office to assist in the design, implementation, and oversight of public-private partnerships eligible to receive funding under Title 23 and Chapter 53 of Title 49, and the payment of a stipend to unsuccessful private bidders to offset their proposal development costs

The FAST Act's STBG Program continues all prior STP eligibilities (see in particular 23 U.S.C. 133(b)(15), as amended). It also adds the following new eligibilities:

- A State may use STBG funds to create and operate a State office to help design, implement, and oversee public-private partnerships (P3) eligible to receive Federal highway or transit funding, and to pay a stipend to unsuccessful P3 bidders in certain circumstances [23 U.S.C. 133(b)(14)].
- At a State's request, the U.S. DOT may use the State's STBG funding to pay the subsidy and administrative costs for TIFIA credit assistance for an eligible STBG project or group of projects. [23 U.S.C. 133(b)(13)].

The FAST Act also adds specific mention of the eligibility of installation of vehicle-to-infrastructure communication equipment. [FAST Act §1407, 23 U.S.C. 133(b)(1)(D)]

Note: Independent landscaping projects are no longer eligible for federal funds. In order to be eligible for federal funding, landscaping costs must be associated with an otherwise eligible federally funded new highway construction or major highway reconstruction project where landscaping costs are only a component of the total project. 23 USC 504(e)]

## **5. LOCATION OF PROJECTS**

In general, STBG projects may not be on local or rural minor collectors. However, there are a number of exceptions to this requirement. A state may use up to 15% of its rural sub allocation (SN) on minor collectors. Other exceptions include: bridge and tunnel replacement and rehabilitation (not new construction), bridge and tunnel inspection, carpool projects, fringe/corridor parking facilities, bike/pedestrian walkways, safety infrastructure, TAP, recreational trails, port terminal modifications, and minor collectors in NHS corridors.



## **6. PROGRAM FEATURES**

### **a. Off-system Bridges - BRTZ Funds**

- The off-federal aid system bridge program is continued under the FAST Act.
- Credit for off-system bridges -- For projects to replace or rehabilitate deficient off-system bridges funded wholly by state/local sources, any amounts spent post-enactment that are in excess of 20% of project costs may be credited to the non-federal share of eligible bridge projects in the state.

### **b. Rural Minor Collectors**

Special rule allows states to use up to 15% of funds sub allocated for areas with a population of 5,000 or less (SN) on rural minor collectors. The USDOT Secretary may suspend permission if the state is using the authority excessively.

## **7. FEDERAL SHARE**

The federal share is generally 80%, subject to the sliding scale adjustment, which is a 1.93% additive for Florida, for a total federal share of 81.93% (except that the sliding scale is not available if these funds are used on the interstate). When the funds are used for interstate projects to add high occupancy vehicle or auxiliary lanes, but not other lanes, the federal share may be 90%.

Although the nominal federal share is stated above, Florida has elected to utilize toll credits to “soft match” these federal funds in lieu of matching with state funds. This, in essence, allows the department to increase the federal share to 100% with no additional non-federal funds required. See the Soft Match section in this chapter for further information on use of toll credits for the non-federal share.

## **E. BRIDGE PROGRAM**

The highway bridge program as authorized under SAFETEA-LU has been discontinued.

Under MAP-21 the highway bridge program was consolidated into the NHPP. Existing sources of bridge funding under the FAST Act include the following:

- Projects on the Federal Aid Highway System – NHPP funds
- Projects off the Federal Aid Highway System – BRTZ funds

## **F. CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT PROGRAM**

### **1. WPA FUND CODES**

CM and ACCM

### **2. PROGRAM PURPOSE**

The FAST Act continued the CMAQ program to provide a flexible funding source to State and local governments for transportation projects and programs to help meet the requirements of the Clean Air

Act. Funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas).

### **3. STATUTORY CITATION(S)**

FAST Act § 1114; 23 USC 149

### **4. FUNDING FEATURES**

Funded by contract authority from the Highway Account of the Highway Trust Fund. Funds are subject to the overall federal-aid obligation limitation.

Set-asides

From the state's CMAQ apportionment, the following sums are to be set aside.

- A proportionate share of funds for the state's TAP funding
- 2% for SPR

#### **a. Eligible Activities**

Funds may be used for transportation projects likely to contribute to the attainment or maintenance of a national ambient air quality standard, with a high level of effectiveness in reducing air pollution, and be included in the MPO's current transportation plan and transportation improvement program (TIP) or the current state transportation improvement program (STIP) in areas without an MPO.

Some specific eligible activities are described below:

- Establishment or operation of a traffic monitoring, management, and control facility, including advanced truck stop electrification systems, if it contributes to attainment of an air quality standard.
- Projects that improve traffic flow, including projects to improve signalization, construct HOV lanes, improve intersections, add turning lanes, improve transportation systems management and operations that mitigate congestion and improve air quality, and implement ITS and other CMAQ-eligible projects, including projects to improve incident and emergency response or improve mobility, such as real-time traffic, transit, and multimodal traveler information.
- Purchase of integrated, interoperable emergency communications equipment.
- Projects that shift traffic demand to nonpeak hours or other transportation modes, increase vehicle occupancy rates, or otherwise reduce demand.
- Purchase of diesel retrofits or the conduct of outreach activities regarding the purchase and installation of diesel retrofits, including port related off-road equipment and vehicles
- Facilities serving electric or natural gas-fueled vehicles (except where this conflicts with prohibition on rest area commercialization) are explicitly eligible.
- Some expanded authority to use funds for transit operations.

- Low population density states are exempt from PM 2.5 attainment requirements if the non-attainment area has no projects that are part of a transportation plan and vehicles are an insignificant contributor to PM 2.5 non-attainment.
- Can be used not only for attainment of ambient air quality standards, but also to maintain standards in an attainment area.

Workforce development, training, and education activities are also an eligible use of CMAQ funds. [§1109; 23 USC 504(e)]

The FAST Act added eligibility for verified technologies for non-road vehicles and non-road engines that are used in port-related freight operations located in ozone, PM10, or PM<sub>2.5</sub> nonattainment or maintenance areas funded in whole or in part under 23 U.S.C. or chapter 53 of 49 U.S.C. [23 U.S.C. 149(b)(8)(A)(ii)]

The Act also specifically makes eligible the installation of vehicle-to-infrastructure communications equipment. [23 U.S.C. 149(b)(9)]

The FAST Act continues eligibility for electric vehicle and natural gas vehicle infrastructure and adds priority for infrastructure located on the corridors designated under 23 U.S.C. 151. [23 U.S.C. 149(c)(2)]

The FAST Act amended the eligible uses of CMAQ funds set aside for PM<sub>2.5</sub> nonattainment and maintenance areas. PM<sub>2.5</sub> set-aside funds may be used to reduce fine particulate matter emissions in a PM<sub>2.5</sub> nonattainment or maintenance area, including:

- diesel retrofits;
- installation of diesel emission control technology on nonroad diesel equipment or on-road diesel equipment that is operated on a highway construction projects.
- the most cost-effective projects to reduce emissions from port-related landside nonroad or on- road equipment that is operated within the boundaries of the area. [23 U.S.C. 149(k)(2) & (4)]

## **5. PROGRAM FEATURES**

Some existing provisions are explicitly highlighted:

- PM-10 non-attainment -- A state may obligate CMAQ funds for projects for PM-10 non-attainment areas without regard to type of air quality standard it addresses.
- HOV facilities -- No funds may be used to add capacity except HOV facilities that are available to SOV only at off-peak times.

### **a. State Flexibility**

- A state without a nonattainment or maintenance area may use its CMAQ funds for any CMAQ- or STP-eligible project. Florida has no nonattainment or maintenance areas.
- States with a nonattainment or maintenance area that received a minimum apportionment in FY 2009 may use an amount of its current CMAQ funds for any STP-eligible project. The amount is based on the proportion of the state's FY 2009 CMAQ apportionment that could be obligated in any area of the state for STP projects.

- The amount that may be obligated in any area of the state for STP-eligible projects is to be adjusted if a new nonattainment area is designated or a nonattainment area re-designated as an attainment area.

#### **b. Evaluation of Projects**

- The USDOT Secretary must maintain and disseminate a cumulative database describing the impacts of projects, including project name, location, sponsor, cost, and cost-effectiveness (based on reduction in congestion and emissions) to the extent already measured.
- The USDOT Secretary, in consultation with EPA, shall evaluate cost effectiveness of projects periodically, for use by states and MPOs in project selection.

#### **c. Optional Programmatic Eligibility**

At the discretion of an MPO, a technical assessment of a selected program of projects may be conducted through modeling or other means. If the required emissions reduction is demonstrated, no further demonstration is needed for individual projects included.

- PM 2.5 areas
  - MAP-21 calls for a state with PM 2.5 (fine particulate matter in parts per million) nonattainment or maintenance areas to give priority to using funds for projects proven to reduce PM 2.5 emissions in such areas.
  - Eligible projects to mitigate PM 2.5 include diesel retrofits.

#### **d. Performance**

The CMAQ program has performance-based features.

- The USDOT Secretary, in consultation with states, MPOs, and other stakeholders, is directed to publish a rulemaking establishing measures for states to use to assess traffic congestion and on-road mobile source emissions. [23 USC 150(c)]
- States are required to establish targets for these measures within one year of the final rule on national performance measures. [23 USC 150(d)]
- Each MPO with a transportation management area of more than one million in population representing a nonattainment or maintenance area is required to develop and update biennially a performance plan to achieve air quality and congestion reduction targets. [23 USC 149(l)]

### **6. FEDERAL SHARE**

The federal share is generally 80%, subject to the sliding scale adjustment, which is a 1.93% additive for Florida, for a total federal share of 81.93%. For those on the interstate system, the federal share will be 90%. Certain other activities, including carpool/vanpool projects, priority control systems for emergency vehicles and transit vehicles and traffic control signalization receive a federal share of 100%.

Although the nominal federal share is stated above, Florida has elected to utilize toll credits to “soft match” these federal funds in lieu of matching with state funds. This, in essence, allows the

department to increase the federal share to 100% with no additional non-federal funds required. See the Soft Match section in this chapter for further information on use of toll credits for the non-federal share.

## **G. HIGHWAY SAFETY IMPROVEMENT PROGRAM**

### **1. WPA FUND CODES**

Highway safety improvement program – HSP fund code

ACSS - Advance Construction of HSP projects which should be used for all initial project authorizations that will be converted to HSP.

ACID – Advanced Construction of Safety Intersection Crashes/Departure projects and converts to HSID.

ACLD - Advanced Construction of Safety Lane Departure projects and converts to HSLD.

- Railway-highway crossings:
  - Hazard elimination – RHH fund code; ACRH for AC version of fund code
  - Protective devices – RHP fund code; ACRP for AC version of fund code
  - High risk rural roads – HRRR fund code (used until balance forward is obligated)

### **2. PROGRAM PURPOSE**

FAST Act continues the HSIP to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-state-owned public roads and roads on tribal lands. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance.

### **3. STATUTORY CITATION(S)**

FAST Act § 1113; 23 U.S.C. 148

### **4. FUNDING FEATURES**

Funded by contract authority from the Highway Account of the Highway Trust Fund. Funds are subject to the overall federal-aid obligation limitation.

### **5. ELIGIBLE USE OF FUNDING**

A highway safety improvement project is any strategy, activity or project on a public road that is consistent with the data-driven state strategic highway safety plan (SHSP) and corrects or improves a hazardous road location or feature or addresses a highway safety problem.

An exclusive list of examples of highway safety improvement projects is included in 23 U.S.C. 148(a)(4):

The term “highway safety improvement project” only includes a project for 1 or more of the following:

- a. An intersection safety improvement.
- b. Pavement and shoulder widening (including addition of a passing lane to remedy an unsafe condition).
- c. Installation of rumble strips or another warning device, if the rumble strips or other warning devices do not adversely affect the safety or mobility of bicyclists and pedestrians, including persons with disabilities.
- d. Installation of a skid-resistant surface at an intersection or other location with a high frequency of crashes.
- e. An improvement for pedestrian or bicyclist safety or safety of persons with disabilities.
- f. Construction and improvement of a railway-highway grade crossing safety feature, including installation of protective devices.
- g. The conduct of a model traffic enforcement activity at a railway-highway crossing.
- h. Construction of a traffic calming feature.
- i. Elimination of a roadside hazard.
- j. Installation, replacement, and other improvement of highway signage and pavement markings, or a project to maintain minimum levels of retroreflectivity, that addresses a highway safety problem consistent with a State strategic highway safety plan.
- k. Installation of a priority control system for emergency vehicles at signalized intersections.
- l. Installation of a traffic control or other warning device at a location with high crash potential.
- m. Transportation safety planning.
- n. Collection, analysis, and improvement of safety data.
- o. Planning integrated interoperable emergency communications equipment, operational activities, or traffic enforcement activities (including police assistance) relating to work zone safety.
- p. Installation of guardrails, barriers (including barriers between construction work zones and traffic lanes for the safety of road users and workers), and crash attenuators.
- q. The addition or retrofitting of structures or other measures to eliminate or reduce crashes involving vehicles and wildlife.
- r. Installation of yellow-green signs and signals at pedestrian and bicycle crossings and in school zones.
- s. Construction and operational improvements on high risk rural roads.
- t. Geometric improvements to a road for safety purposes that improve safety.
- u. A road safety audit.
- v. Roadway safety infrastructure improvements consistent with the recommendations included in the publication of the Federal Highway Administration entitled “Highway Design Handbook for Older Drivers and Pedestrians” (FHWA–RD–01–103), dated May 2001 or as subsequently revised and updated.

- w. Truck parking facilities eligible for funding under section 1401 of the MAP–21.
- x. Systemic safety improvements.
- y. Installation of vehicle-to-infrastructure communication equipment
- z. Pedestrian hybrid beacons
- aa. Roadway improvement that provide separation between pedestrian and motor vehicles, including medians and pedestrian crossing islands
- bb. A physical infrastructure safety project not described in clauses (a) through (bb) above.

However, there are several types of highway safety improvement projects that may warrant additional consideration, such as:

- Automated Enforcement: HSIP funds may not be used for any program to purchase, operate, or maintain an automated traffic enforcement system. Automated traffic enforcement systems may be eligible for other federal-aid funding.
- The FAST Act ends the ability of states to shift funds designated for infrastructure safety projects to behavioral or education activities.
- With regards to unpaved roads, the FAST Act allows states to opt out of collecting safety inventory data for unpaved/gravel roads if certain conditions are met, as long as the states continue to collect data related to serious crashes and fatalities.

## **6. PROGRAM FEATURES**

The primary features of the current HSIP are retained, including the requirement for a comprehensive, data-driven, SHSP that defines state safety goals and describes a program of strategies to improve safety. To obligate HSIP funds, a state must develop, implement and update a SHSP, produce a program of projects or strategies to reduce identified safety problems, and evaluate the SHSP on a regular basis.

The SHSP remains a statewide coordinated plan developed in cooperation with a broad range of multidisciplinary stakeholders.

States are required to have a safety data system to perform problem identification and countermeasure analysis on all public roads, adopt strategic and performance-based goals, advance data collection, analysis, and integration capabilities, determine priorities for the correction of identified safety problems, and establish evaluation procedures.

### **a. Strategic Highway Safety Plan Updates**

MAP-21 established a new requirement for regular SHSP updates.

- The USDOT Secretary was directed to establish requirements for plan updates.
- States submit updated plans to the USDOT Secretary, along with a description of the process used to update the plan.
- If a state fails to have an approved updated plan by August 1<sup>st</sup> of the first federal fiscal year after the requirements are established, that state will not be eligible to receive additional obligation limitation during the annual redistribution of unused obligation limitation (August redistribution).

**b. Special Rules**

- High Risk Rural Road (HRRR) Safety – A HRRR is any rural major or minor collector or a rural local road with significant safety risks, as defined by a state in accordance with an updated SHSP. If the fatality rate on such roads increases over the most recent two-year period for which data are available, in the next federal fiscal year the state must obligate for this purpose an amount at least equal to 200% of its FY 2009 HRRR set-aside.
- Older drivers – If fatalities and serious injuries per capita for drivers and pedestrians over age 65 increases during the most recent two-year period for which data are available, a state is required to incorporate strategies focused on older drivers and pedestrians in the next SHSP update.

**c. Reporting**

States are required to report to the USDOT Secretary on progress made implementing highway safety improvements, effectiveness, and the extent to which fatalities and serious injuries on all public roads have been reduced, including a breakdown by functional classification and ownership to the maximum extent practicable. The USDOT Secretary will establish the content and schedule for such reports, which will be made available to the public on the USDOT website.

**d. Implementation**

States will administer the HSIP, with appropriate oversight by the Office of Safety and the FHWA Florida Division Office.

**e. Performance**

The USDOT Secretary, in consultation with states, MPOs, and other stakeholders, is directed to publish a rulemaking establishing measures for the states to use to assess serious injuries and fatalities per vehicle mile traveled and number of serious injuries and fatalities. [23 USC 150(c)]

States will establish targets for these measures within one year of the final rule on national performance measures. [23 USC 150(d)]

If a state has not met or made significant progress toward meeting the targets within two years of their establishment, the state must use an amount of its formula obligation limitation equal to its prior year HSIP apportionment only for obligation of its HSIP funding, and submit an annual implementation plan on how the state will make progress to meet performance targets. [23 USC 148(i)]

**7. FEDERAL SHARE**

The federal share is generally 90% for Florida. The federal share is 100% for certain safety improvements listed in 23 USC 120(c).

Although the nominal federal share is stated above, Florida has elected to utilize toll credits to “soft match” these federal funds in lieu of matching with state funds. This, in essence, allows the department to increase the federal share to 100% with no additional non-federal funds required. See the Soft Match section in this chapter for further information on use of toll credits for the non-federal share.



## **H. HIGH RISK RURAL ROADS**

### **1. BACKGROUND**

On July 6, 2012, the President signed into law P.L. 112-141, the [Moving Ahead for Progress in the 21st Century Act \(MAP-21\)](#). MAP-21 redefined and created a Special Rule for High Risk Rural Roads (HRRR). Prior to MAP-21, the Safe, Accountable, Flexible, Efficient, and Transportation Equity Act: A Legacy For Users (SAFETEA-LU) provided a \$90 million annual set-aside from the HSIP for HRRR. MAP-21 or FAST Act legislation does not set aside funds for a high risk rural roads program. However, the Special Rule requires states with an increase in fatality rates on rural roads to obligate a specified amount of HSIP funds on HRRRs. The MAP-21 definition of HRRRs is important for states to consider. If the Special Rule applies, states will be required to obligate funds on those specific roadways.

Section 1112 of the Moving Ahead for Progress in the 21st Century (MAP-21, P.L. 112-141) amends 23 U.S.C. 148 and removes the HRRRP set-aside provision. 23 U.S.C. §148(a)(1) MAP-21 provides a revised definition of “High Risk Rural Road”, but continues the inclusion of construction and operational improvements on high risk rural roads as an eligible HSIP project.

The term ‘high risk rural road’ means any roadway functionally classified as a rural major or minor collector or a rural local road with significant safety risks, as defined by a State in accordance with an updated State strategic highway safety plan. While the SAFETEA-LU specific set-aside for high risk rural roads was not continued, MAP-21 does contain a special rule (23 U.S.C. 148(g)(1)) requiring additional obligation of funds for high risk rural road projects if the fatality rate on rural roads in a State increases over the most recent 2-year period for which data are available. The special rule requires the State to obligate, in the next fiscal year, an amount for high risk rural roads equal to at least 200 percent of the amount of funds the State received for fiscal year 2009 for high risk rural roads.

### **2. PURPOSE**

This guidance addresses: A) how to interpret the new definition of HRRR in a state; B) how to determine if the Special Rule applies for a particular state; and C) how a state should carry out the provisions of the Special Rule if it applies.

### **3. GUIDANCE**

#### **a. Interpreting the New Definition of a High Risk Rural Road:**

The definition of a HRRR in MAP-21 provides flexibility to states in determining their HRRRs. The definition of a HRRR is still limited to the same functional classifications as under SAFETEA-LU, rural major and minor collectors and rural local roads. However, only the roads within those functional classifications “with significant safety risks” will become the roadways designated as HRRR. The legislation requires that states define the significant safety risks of these roads in their updated state Strategic Highway Safety Plans (SHSPs).

To determine “significant safety risk”, states may develop their own methodologies as identified in their updated SHSPs for the specified roadway functional classifications. The FHWA will review and approve the process a state uses to define a significant safety risk per 23 USC 148(d)(2). Some examples of possible definitions for “significant safety risk” are provided below and may be used singularly or in combination.

- Continue to use the SAFETEA-LU definition: roadways with a fatality rate that is higher than roadways of similar functional classifications in that state. For instance, a roadway with a

fatality rate 10% higher than roads with a similar classification in that state. Alternatively, a state may use crash rates resulting in fatalities and serious injuries.

- Use roadways with a crash frequency above a designated threshold, which eliminates the comparison calculation to other roadways.
- Define high risk rural roadway characteristics that are correlated with specific severe crash types, such as cross-section width, lack of shoulders, substandard alignment, hazardous roadside, etc.
- Use information gathered through means such as field reviews, safety assessments, road safety audits, and local knowledge and experience. Using information from observations in the field can identify high risk locations that may not be identified through data analysis or by identifying roadway characteristics.

In the interim, states that have not yet updated their SHSPs to comply with MAP-21 requirements should use the definition prior to MAP-21 for their HRRRs. The definition for High Risk Rural Road prior to MAP-21 is below.

Any roadway functionally classified as a rural major or minor collector or rural local road:

- On which the accident rate for fatalities and incapacitating injuries exceeds the statewide average for those functional classifications or roadway
- That will likely have increases in traffic volumes that are likely to create an accident rate for fatalities and incapacitating injuries that exceeds the statewide average for those functional classifications of roadway

**b. How to Determine if the HRRR Special Rule Applies:**

MAP-21 states that the Special Rule applies to a state if "the fatality rate on rural roads in a state increases over the most recent two-year period for which data are available." The FHWA will use the fatality rate per 100 million vehicle miles traveled (100 MVMT) for roads in the state classified as rural major and minor collectors and rural local roads. The FHWA will use the Fatality Analysis Reporting System data and Highway Performance Monitoring System data to calculate the fatality rate.

The first year states would be required to obligate funds towards HRRRs in accordance with this Special Rule is FY 2014. For FY 2014, the most recent data available will be 2011 fatalities. Consistent with other performance measures, FHWA will use a five-year rolling average for the fatality rate. This approach provides a balance between the stability of the data (by averaging multiple years) and providing an accurate trend of the data (by minimizing how far back in time to consider data). The chart below shows the relationship of the annual fatality rates to the federal fiscal year for which the Special Rule would apply. For example, the five-year rolling average ending in 2009 is two years before the five-year rolling average ending in 2011, which meets the MAP-21 requirement that this Special Rule apply if the fatality rate on rural roads in a state increases over the most recent two-year period.

5-year averages to compare	FHWA Notifies State DOT if Special Rule Applies	Federal fiscal year that Special Rule would apply
2005-2009 to 2007-2011	December 2012	FY 2014 Oct 1, 2013-Sept 30, 2014
2006-2010 to 2008-2012	December 2013	FY 2015 Oct 1, 2014-Sept 30, 2015
2007-2011 to 2009-2013	December 2014	FY 2016 Oct 1, 2015-Sept 30, 2016

This process would continue each year.

In order to prevent an extremely small increase in fatalities from triggering the rule, FHWA will round to the nearest tenth in calculating the fatality rate to determine if the Special Rule applies. For example:

The state of Lincoln's five-year average fatality rates based on 100 MVMT on the three functional classifications of rural roads for the periods ending 2009 and 2011 increased from 2.11 to 2.13. Rounded to the nearest tenth, the fatality rates on rural roads for 2009 and 2011 would be 2.1 and 2.1, respectively. Therefore, the Special Rule would not apply to the state of Lincoln for the next federal fiscal year.

The state of Jefferson's five-year average fatality rates in 100 MVMT on the three functional classifications of rural roads for the periods ending in 2009 and 2011 increased from 2.30 to 2.39. Rounded to the nearest tenth, the fatality rates on rural roads for 2009 and 2011 would be 2.3 and 2.4, respectively. Therefore the Special Rule would apply to the state of Jefferson for the next federal fiscal year.

**c. Carrying Out Provisions if the Special Rule Applies**

If the special rule applies to a state, MAP-21 requires that the State obligate in the next federal fiscal year for high risk rural roads an amount at least equal to 200% of its FY 2009 high risk rural roads set-aside.

If the Special Rule applies to a state in a particular federal fiscal year, the FHWA will set aside the required amount from that year's HSIP apportionment with a period of availability (obligation limit) of one year. This set-aside will have its own FMIS code.

The FHWA will provide regular updates to the division offices to track the progress of obligating the required amount for states where the Special Rule applies. If the Special Rule is applied to a state, the state should include information in its annual HSIP report verifying that it met the requirements of the Special Rule.

**d. Transition from SAFETEA-LU to MAP-21 to FAST Act**

All remaining HRRR funds set aside under SAFETEA-LU will be administered under the requirements of SAFETEA-LU. If the MAP-21 HRRR Special Rule applies to a state, the HSIP funds set aside for HRRR will be administered under the requirements of MAP-21 and the FAST Act.

**I. NATIONAL HIGHWAY FREIGHT PROGRAM**

**1. WPA FUND CODE**

- **NFP** – National Highway Freight Program
  - **ACFP** – Advance Construction fund type version of NFP

**2. PROGRAM PURPOSE**

The FAST Act focuses on the importance of goods movement to the U.S. economy by establishing a new formula program for highway freight projects. This new program will facilitate the construction of infrastructure projects that are difficult to complete solely using existing federal, state, local, and private funds. Projects supported by this program will reduce the impact of congestion, generate national and regional economic benefits, and facilitate the efficient movement of freight. This program emphasizes the importance of addressing transportation impediments, which significantly slow interstate commerce. Across the country there are significant bottlenecks that could benefit from this program, which would provide substantial grant funding for infrastructure projects.

The purpose of the National Highway Freight Program is to improve the efficient movement of freight on the National Highway Freight Network.

**3. STATUTORY CITATION**

23 USC 167

**4. FUNDING FEATURES**

The FAST Act authorizes a five-year total of \$6.2 billion for the program. Funds are apportioned among the states by formula, but states must establish a freight advisory committee and develop a state freight investment plan before obligating any funds. Under the proposal, the Secretary of Transportation and the states will designate a national freight network comprised of the Interstate highways and other roads, both urban and rural, that are critical to the safe and efficient shipment of freight. The national and state networks will be updated every five years. Program funds will be directed under national and state strategic plans to projects that improve highway freight transportation.

Funds are subject to the overall federal-aid obligation limitation.

**5. NATIONAL HIGHWAY FREIGHT NETWORK**

**Network Components** – the National Highway Freight Network consists of:

- a. the primary highway freight system

- b. critical rural freight corridors
- c. critical urban freight corridors, and
- d. the portions of the Interstate System not designated as part of the primary highway freight system.

## **6. USE OF FUNDS**

- a. **States with high primary highway freight system mileage** - If the state's percentage of the national primary highway freight system is greater than or equal to 2 percent, the state may obligate funds for projects on:
  - o The primary highway freight system;
  - o Critical rural freight corridors;
  - o Critical urban freight corridors.
- b. **States with low primary highway freight system mileage** – If the state's percentage of the national primary highway freight system is less than 2 percent, the state may obligate funds for projects on any component of the National Highway Freight Network.

Beginning 2 years after the date of enactment of the FAST Act, a state may not obligate funds apportioned to the unless the State has developed a freight plan, except that the multimodal component of the plan may be incomplete before an obligation may be made.

## **7. ELIGIBLE ACTIVITIES**

**NOTE: Up to 10% of National Highway Freight Program funds may be used for freight intermodal or freight rail projects.**

For a project to be eligible for funding the project shall –

- a. contribute to the efficient movement of freight on the National Highway Freight Network; and
- b. be identified in a freight investment plan included in a freight plan of the state that is in effect.
- c. **Other Projects** – For each fiscal year, a state may obligate up to 10 percent of the state's apportionment for freight intermodal or freight rail projects, including projects –
  - o Within the boundaries of public or private freight rail or water facilities (including ports), and
  - o That provide surface transportation infrastructure necessary to facilitate direct intermodal interchange, transfer, and access into or out of the facility
- d. Funds may be obligated to carry out 1 or more of the following:
  - o Development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work, and other preconstruction activities.

- Construction, reconstruction, rehabilitation, acquisition of real property (including land relating to the project and improvements to land), construction contingencies, acquisition of equipment, and operational improvements directly relating to improving system performance.
- Intelligent transportation systems and other technology to improve the flow of freight, including intelligent freight transportation systems.
- Efforts to reduce the environmental impacts of freight movement.
- Environmental and community mitigation for freight movement.
- Railway-highway grade separation.
- Geometric improvements to interchanges and ramps.
- Truck-only lanes.
- Climbing and runaway truck lanes.
- Adding or widening of shoulders.
- Truck parking facilities eligible for funding under section 1401 of MAP–21 (23 U.S.C. 137).
- Real-time traffic, truck parking, roadway condition, and multimodal transportation information systems.
- Electronic screening and credentialing systems for vehicles, including weigh-in-motion truck inspection technologies.
- Traffic signal optimization, including synchronized and adaptive signals.
- Work zone management and information systems.
- Highway ramp metering.
- Electronic cargo and border security technologies that improve truck freight movement.
- Intelligent transportation systems that would increase truck freight efficiencies inside the boundaries of intermodal facilities.
- Additional road capacity to address highway freight bottlenecks.
- Physical separation of passenger vehicles from commercial motor freight.
- Enhancement of the resiliency of critical highway infrastructure, including highway infrastructure that supports national energy security, to improve the flow of freight.
- A highway or bridge project, other than a project described in clauses (a) through (u), to improve the flow of freight on the National Highway Freight Network.
- Any other surface transportation project to improve the flow of freight into and out of a public or private freight rail or water facility (including ports).

- e. Other eligible costs
  - o Carrying out diesel retrofit or alternative fuel projects for class 8 vehicles
  - o The necessary costs of conducting analyses and data collection related to this program, developing and updating performance targets, and reporting to comply with the freight performance target.

Notwithstanding any other provision of law, a freight project carried out under this program shall be treated as if the project were on a federal aid highway.

## **J. STATE PLANNING AND RESEARCH PROGRAM**

### **1. WPA FUND CODES**

Statewide Planning Activities – use HP fund code

Research Activities – use HR fund code

### **2. PROGRAM PURPOSE**

The FAST Act continues the statewide and nonmetropolitan planning process, which establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions throughout the State.

### **3. STATUTORY CITATION(S)**

23 USC 505

### **4. FUNDING FEATURES**

A minimum of 25% must be used for research purposes, unless the state certifies that more than 75% of the funds are needed for statewide and metropolitan planning and the USDOT Secretary accepts such certification.

In addition, transportation planning, research and development, and technology transfer activities are eligible for funding under the STP.

### **5. ELIGIBLE ACTIVITIES**

- Engineering and economic surveys and investigations
- Planning of future highway programs and local public transportation systems and planning of the financing of such programs and systems, including metropolitan and statewide planning
- Development and implementation of management systems, plans and processes under the NHPP, HSIP, CMAQ, and the National Freight Policy
- Studies of the economy, safety, and convenience of surface transportation systems and the desirable regulation and equitable taxation of such systems

- Research, development, and technology transfer activities necessary in connection with the planning, design, construction, management, and maintenance of highway, public transportation, and intermodal transportation systems
- Study, research, and training on the engineering standards and construction materials for transportation systems described in the previous bullet, including the evaluation and accreditation of inspection and testing and the regulation and taxation of their use
- Conduct of activities relating to the planning of real-time monitoring elements
- SPR funds may be used by states as the non-federal share for the local technical assistance program and the university transportation centers program.

## **6. FEDERAL SHARE**

The federal share is generally 80%.

Although the nominal federal share is stated above, Florida has elected to utilize toll credits to “soft match” these federal funds in lieu of matching with state funds. This, in essence, allows the department to increase the federal share to 100% with no additional non-federal funds required. See the Soft Match section in this chapter for further information on use of toll credits for the non-federal share.

## **K. METROPOLITAN PLANNING**

### **1. WPA FUND CODE**

Use PL fund code

### **2. PROGRAM PURPOSE**

The FAST Act continues the Metropolitan Planning program. The Program establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas.

In accordance with 23 U.S.C. 104 generally, Metropolitan Planning funds shall be made available to each MPO designated for an urbanized area with a population of more than 50,000 individuals and responsible for carrying out the 3-C metropolitan planning process.

### **3. STATUTORY CITATION(S)**

The following are sections of Title 23 applicable to Metropolitan Planning.

- 23 U.S.C. 104 Apportionment
- 23 U.S.C. 120 Federal share payable
- 23 U.S.C. 134 Metropolitan transportation planning
- 23 U.S.C. 135 Statewide transportation planning
- 23 U.S.C. 150 National goals and performance management measures



- 23 U.S.C. 168 Integration of planning and environment
- 23 U.S.C. 169 Development of programmatic mitigation plans

#### **4. FUNDING FEATURES**

##### **a. Period of Availability**

Metropolitan Planning funds are contract authority from the Highway Account of the Highway Trust Fund. They are available for obligation for a period of 3 years after the last day of the federal fiscal year for which the funds are authorized.

##### **b. Obligation Limitation**

Metropolitan Planning funds are subject to the annual obligation limitation imposed on the federal-aid highway program.

#### **5. ELIGIBILITY**

Generally, funds apportioned to a state to carry out Metropolitan Transportation Planning shall be obligated for planning activities to carry out the requirements of 23 U.S.C. 134. See 23 U.S.C. 104(b)(5) and 104(d). Each state shall make the Metropolitan Planning Funds available to the MPOs for use on metropolitan transportation planning activities within the state, by establishing a formula to allocate Metropolitan Planning funds within the state to the MPOs based on the following factors, at a minimum:

- Population
- Attainment of air quality standards
- Status of planning
- Metropolitan area transportation needs
- Other factors, as necessary to provide for an appropriate distribution of funds to carry out Section 134, and other applicable requirements of federal law

The distribution formula for Metropolitan Planning funds within the state shall be developed by the state, and reviewed and approved by the USDOT Secretary. See 23 U.S.C. 104(d)(2)(A).

The state shall reimburse MPOs not later than 15 business days after the date of receipt by the state of a request for reimbursement of expenditures made by a MPO for carrying out Section 134. 23 U.S.C. 104(d)(2)(B).

Subject to approval of the USDOT Secretary, a state that received a minimum apportionment for carrying out 23 U.S.C. 134 for FY 2009 may use the funds apportioned for Metropolitan Planning to fund transportation planning outside of urbanized areas. 23 U.S.C. 104(d)(2)(A)(ii).

Any funds that are not used to carry out Section 134 may be made available by an MPO to the state to fund activities under Section 135 (statewide and nonmetropolitan transportation planning).

## **6. ELIGIBLE ACTIVITIES**

Metropolitan Planning funds are available for MPOs to carry out the metropolitan transportation planning process required by 23 U.S.C. 134. Under certain circumstances described above and in 23 U.S.C. 104(d)(1), a state may utilize the funds to carry out statewide transportation planning activities under 23 U.S.C. 135, including statewide transportation planning activities outside of urbanized areas.

## **7. FEDERAL SHARE**

The federal share is generally 80%.

Although the nominal federal share is stated above, Florida has elected to utilize toll credits to “soft match” these federal funds in lieu of matching with state funds. This, in essence, allows the department to increase the federal share to 100% with no additional non-federal funds required. See the Soft Match section in this chapter for further information on use of toll credits for the non-federal share.

# **L. TRANSPORTATION ALTERNATIVES PROGRAM**

## **1. PROGRAM PURPOSE**

The FAST Act eliminates the MAP-21 Transportation Alternatives Program (TAP) and replaces it with a set-aside of Surface Transportation Block Grant (STBG) program funding for transportation alternatives (TA). These set-aside funds include all projects and activities that were previously eligible under TAP, encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

## **2. STATUTORY CITATION(S)**

- FAST Act § 1109; 23 U.S.C. 133(h)

## **3. FUNDING FEATURES**

The TAP is funded by contract authority from the Highway Account of the Highway Trust Fund. Funds are subject to the overall federal-aid obligation limitation.

### **a. Set-asides**

Unless the Governor opts out in advance, an amount equal to the state’s FY 2009 recreational trails program (RTP) apportionment is to be set aside from the state’s TAP funds for the RTP. See further detail in the Program Features section below. [23 USC 213(f)-(g)]

Note: Florida has elected to continue funding the RTP beginning in fiscal year 2016

Program Allocation:

- 50% of the TAP apportionment (after set-asides) may be used in any area of the state (TALT funds)

- 50% of a state's TAP apportionment is to be obligated in the following areas in proportion to their relative shares of the state's population
  - TALU - Urbanized areas with population greater than 200,000 – This portion is to be divided among those areas based on their relative share of population.
  - NOTE: Urbanized areas with population greater than 200,000 may use up to 50% of their sub-allocated TAP funds (TALU funds) for any STP eligible purpose, not just those eligible activities specifically allowed for the TAP program. However, they will still be subject to the competitive selection of projects, just like any other TAP eligible project.
  - TALL - Areas with population greater than 5,000 but no more than 200,000 – Projects in these areas are to be identified for funding by the state in consultation with regional planning organizations, if any.
  - TALN - Areas with population of 5,000 or less.
- The following distribution areas have been established for sub-allocation of TALU funding for urban areas over 200K:

<b>Distribution Area</b>	<b>Transportation Management Area</b>
X01	CAPE CORAL
X02	SARASOTA - BRADENTON
X03	JACKSONVILLE
X04	PENSACOLA
X05	FT.LAUD. - HOLLYWOOD - POMPANO
X06	W. PALM - BOCA RATON - DELRAY
X07	DAYTONA BEACH - PORT ORANGE
X08	MELBOURNE - PALM BAY
X09	ORLANDO
X10	MIAMI - HIALEAH
X11	TAMPA - ST. PETE.
X12	BONITA SPRINGS - NAPLES
X13	TALLAHASSEE
X14	PORT ST. LUCIE
X15	LAKELAND
X16	WINTER HAVEN
X17	KISSIMMEE

- A state may transfer up to 50% of its TAP funds to NHPP, STP, HSIP, CMAQ, and/or Metropolitan Planning. The amount transferred must come from the portion of TAP funds available for use anywhere in the state (no transfers of sub allocated TAP funds, or funds set aside for the RTP). [§1509; 23 USC 126]

**b. Federal Share**

The federal share for most projects is determined in accordance with 23 USC 120. Federal share for projects funded from funds set aside for the RTP are determined in accordance with 23 USC 206(f).

**c. Eligible Activities**

Funds may be used for projects or activities that are related to surface transportation and described in the definition of “Transportation Alternatives.”

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users
- Construction of turnouts, overlooks, and viewing areas
- Community improvement activities, including—
  - inventory, control, or removal of outdoor advertising
  - historic preservation and rehabilitation of historic transportation facilities
  - vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control
  - archaeological activities relating to impacts from implementation of a transportation project eligible under 23 USC
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to—
  - address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff
  - reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats

In addition to defined transportation alternatives (as described above), the following are eligible activities:

- The recreational trails program under 23 USC 206
- The safe routes to school program under §1404 of SAFETEA–LU
- Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former interstate system routes or other divided highways
- Boulevard - A boulevard is defined as a walkable, low-speed (35 mph or less) divided arterial thoroughfare in urban environments designed to carry both through and local traffic, pedestrians and bicyclists. Boulevards may be long corridors, typically four lanes but sometimes wider, serve longer trips and provide pedestrian access to land. Boulevards may be high-ridership transit corridors. Boulevards are primary goods movement and emergency

response routes and use vehicular and pedestrian access management techniques. Curb parking is encouraged on boulevards.

- Workforce development, training, and education activities are also eligible uses of TAP funds

#### **d. Program Features**

##### **1. Selection of Projects**

- In general, TAP funds are administered by the state DOT. States administer the RTP through a designated state agency or agencies, which may or may not be the state DOT. [23 USC 206(c)]
- TAP funds must be obligated for eligible projects submitted by eligible entities (see below) through a competitive process.
- Funds sub allocated to urbanized areas over 200,000 must be on the MPO TIP. The MPO, through a competitive process, selects the projects in consultation with the state from proposed projects submitted by eligible entities.
- Funds sub allocated to small urban areas and rural areas will be administered by the state. The state, through a competitive process, selects the projects from proposed projects submitted by eligible entities.

##### **2. Competitive Process for Project Selection**

FHWA has not established specific standards or procedure for the competitive process. Responsibility for establishing specific standard and procedures is with the state and the MPOs.

- TALU funds – MPOs will administer the competitive process for TAP funds sub-allocated to areas over 200,000
- TALT, TALL, TALN funds – The state will administer the competitive process for all other TAP funds except those sub-allocated to areas over 200,000

##### **3. Eligible Project Sponsors**

Under 23 USC 133(h)(4)(B), the eligible entities to receive TAP funds are:

- Local governments
- Regional transportation authorities
- Transit agencies
- Natural resource or public land agencies
- School districts, local education agencies, or schools
- Tribal governments
- Non-profit entities responsible for local transportation safety programs

- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than an MPO or a state agency) that the state determines to be eligible. Under TAP, nonprofits are not eligible as direct grant recipients of the funds. Nonprofits are eligible to partner with any eligible entity on an eligible TAP project, if state or local requirements permit.

#### **4. Treatment of Projects**

Projects funded under the TAP (excluding projects funded under the RTP set-aside) shall be treated as projects on a federal-aid highway. [23 USC 213(e)]

#### **5. Youth Conservation Corps**

States and regional transportation planning agencies are encouraged to enter into contracts and cooperative agreements with qualified youth service or conservation corps to perform appropriate projects. Such contracts and cooperative agreements are exempt from some federal-aid highway program contracting requirements. [§1524]

#### **6. Recreational Trails Program**

Note: Florida has opted out of the recreational trails program.

To provide for the continuation of recreational trails projects, MAP-21 requires each state to set aside a portion of its TAP funds for projects relating to recreational trails under 23 USC 206. [23 USC 213(f)-(g)]

- The amount to be set aside is equal to each state's FY 2009 RTP apportionment.
- 1% of the set-aside funds are to be returned for FHWA administration of the RTP.
- A state may opt out of this set-aside if the Governor notifies the Secretary no later than 30 days prior to the start of a fiscal year. A state opting out may not use TAP funds for RTP administrative costs for that fiscal year.
- If the state does not opt out of the RTP, the RTP provisions and requirements remain unchanged.

#### **7. Safe Routes to School (SRTS)**

- States have the option to continue eligible SRTS program activities from Section 1404 of SAFETEA-LU.
- States are not required to have a state SRTS coordinator but they may use TAP funds to support this position.

#### **8. Reporting Requirements**

- States and MPOs are required to report annually to USDOT on project applications and projects that are awarded TAP funding (including the Recreational Trails set-aside). USDOT must make these reports available to the public.

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## **M. RECREATIONAL TRAILS PROGRAM**

### **1. WPA FUND CODE**

RECT fund code

MAP-21 authorized funding for the RTP as a set-aside of the new Transportation Alternatives Program (23 U.S.C. 213). The RTP funding is the same as the FY 2009 amount (unless the state opts out; see below): whatever a state received for the RTP in FY 2009 (as revised) will be the RTP amount.

MAP-21 did not amend the RTP as a program in 23 U.S.C. 206. Existing RTP requirements and provisions remain unchanged, including how states administer the RTP. RTP funds are still considered apportioned funds.

MAP-21 authorized an opt-out provision for the RTP. A state may opt out of the RTP if the Governor of the state notifies the USDOT Secretary not later than 30 days prior to apportionments being made for any federal fiscal year (September 1<sup>st</sup>).

FAST Act continued the Recreational Trails Program.

Note: Florida opted out of the recreational trails program for FFY2013, 2014 and 2015. However, beginning in fiscal year 2016 Florida has elected to continue the Recreational Trails Program.

Solicitation and management of RECT projects is administered by Florida Department of Environmental Protection (FDEP). FDOT authorizes an annual priority list on behalf of FDEP.

FDEP invoices FHWA directly for reimbursement.

- If a state opts out of the RTP, the funds remain as TAP funds.
- States that opt out of the RTP lose the ability to use RTP funds for state RTP administrative costs for the federal fiscal year because those funds are tied to apportionments for a federal fiscal year. If the state opts out, then there is no program for the federal fiscal year.
- Recreational trail projects will be broadly eligible for the TAP. However, the state would have to treat all trail projects using TAP funds as projects on a federal-aid highway, meaning all projects must be treated as highway projects for contracting and wage rate purposes.

MAP-21 also amended the STP to allow any projects eligible under the RTP to be eligible for STP funds. Recreational trail projects in highway rights-of-way must be treated as highway projects, but projects not in highway-rights-of-way may use "Common Rule" procedures under 49 CFR Part 18. The recreational trails program provides funds to the states to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. The RTP is an assistance program of the FHWA. Federal transportation funds benefit recreation including hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles.

### **2. FEDERAL SHARE**

The federal share is generally 80%, subject to the sliding scale adjustment, which is a 1.93% additive for Florida, for a total federal share of 81.93%.

Although the nominal federal share is stated above, Florida has the option to utilize toll credits to “soft match” these federal funds in lieu of providing matching funds. This, in essence, allows the department to increase the federal share to 100% with no additional non-federal funds required. The Florida Department of Environmental Protection advises the department on which projects to use soft match when authorizing these federal funds. See the Soft Match section in this chapter for further information on use of toll credits for the non-federal share.

Funds from other federal programs outside the USDOT may be used to fulfill the non-federal share requirement, except that the combination of the USDOT other federal agency share may not exceed 95%.

Upon approval, planning and environmental assessment costs incurred prior to project approval may be credited toward the non-federal share cost of the project.

Recreational trails funds may be used to match other federal program funds for purposes that would be eligible under the Recreational Trails program.

### **3. REPORTING REQUIREMENT**

States and MPOs are required to report annually to USDOT on project applications and projects that are awarded Recreational Trails funding. USDOT must make these reports available to the public.

## **N. FEDERAL LANDS ACCESS PROGRAM**

### **1. WPA FUND CODE**

Use PLH fund code

### **2. PROGRAM PURPOSE**

The federal lands access program (access program) provides funds for projects on federal lands access transportation facilities that are located on or adjacent to, or that provide access to federal lands.

### **3. STATUTORY CITATION(S)**

FAST ACT § 1120; 23 USC 201, 204

### **4. FUNDING FEATURES**

Funded by contract authority from the Highway Account of the Highway Trust Fund. Funds are subject to the overall federal-aid obligation limitation.

Funds are distributed by formula among states that have federal lands managed by the National Park Service, the U.S. Forest Service, the U.S. Fish and Wildlife Service, the Bureau of Land Management, and the U.S. Army Corps of Engineers.

Eighty percent (80%) of funds go to states that contain at least 1.5% of the national total of public lands, and the remaining 20% going to states with less than 1.5% of the national total.

Funds are distributed by formula based on the following factors \*

- 30% based on the state's share of total recreational visitation in all states



- 5% based on the state's share of total federal land area in all states
- 55% based on the state's share of total federal public road miles in all states
- 10% based on the state's share of total number of federal public bridges in all states

\* Necessary data is to be provided by the Federal Land Management Agencies (FLMAs).

Prior to distribution of access program and federal lands transportation program (FLTP) funds, the USDOT Secretary may set aside up to 5% of funds each federal fiscal year under both programs to conduct transportation planning, asset management, road and bridge inventory, and condition data collection. [§11119; 23 USC 201(c)(7)]

## **5. FEDERAL SHARE**

Determined in accordance with 23 USC 120. [23 USC 201(b)(7)]

Federal funds other than those made available under Title 23 and title 49 may be used to pay the non-federal share of access program projects. [23 USC 120(j)]

FDOT provides soft-match for all PLH funded FLAP projects by policy.

## **6. ELIGIBLE ACTIVITIES**

- Transportation planning, research, engineering, preventive maintenance, rehabilitation, restoration, construction, and reconstruction of federal lands access transportation facilities located on or adjacent to, or that provide access to, federal land, and—
  - Adjacent vehicular parking areas
  - Acquisition of necessary scenic easements and scenic or historic sites
  - Provisions for pedestrians and bicycles
  - Environmental mitigation in or adjacent to federal land to improve public safety and reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
  - Construction and reconstruction of roadside rest areas, including sanitary and water facilities
  - Other appropriate public road facilities, as determined by the USDOT Secretary
- Operation and maintenance of transit facilities
- Any transportation project eligible for assistance under Title 23 of the United States Code that is within or adjacent to, or that provides access to, federal land [23 USC 204(a)(1)]

## **7. PROGRAM FEATURES**

### **a. Definition**

Federal lands access transportation facility— A public highway, road, bridge, trail, or transit system that is located on, is adjacent to, or provides access to federal lands for which title or

maintenance responsibility is vested in a state, county, town, township, tribal, municipal, or local government. [23 USC 101(a)(7)]

**b. Programming Decisions Committee**

- Each state is required to create a committee composed of a representative of the FHWA, a representative of the state DOT, and a representative of the appropriate political subdivisions of the state. This committee will make programming decisions for access program funds.
- The committee is required to cooperate with applicable federal agencies within the state prior to any joint discussion or final programming decision.
- The committee shall give preference to projects that provide access to, are adjacent to, or are located within high-use federal recreation sites or federal economic generators, as identified by the FLMAs.

**c. Program Administration**

Point of obligation is the authorization by the USDOT Secretary, or the USDOT Secretary of the appropriate FLMA if the agency is the contracting office, of engineering and related work for the development, design, and acquisition associated with a construction project, whether performed by contract or agreement authorized by law, or the approval of plans, specifications, and estimates (PS&E) (except for federal salaries and expenses) for all project work performed by USDOT or FLMAs, regardless of funding source.

**d. Planning**

- Transportation planning procedures for the access program must be consistent with statewide and Metropolitan planning processes.
- Regionally significant access program projects must be developed in cooperation with state and MPOs and included in federal lands access program plans, federal lands transportation plans, tribal transportation program plans, state and metropolitan plans, and TIP.

**e. Data Collection**

FLMAs are required to collect data necessary to support the access program, FLTP, and tribal transportation program, including inventory and condition of federal lands and tribal transportation facilities and bridge inspection and inventory information on tribal bridges and any federal bridge open to the public.

**f. Reimbursable Agreements**

Reimbursable agreements may be used with state, local and/or tribal governments, in addition to agreements between federal agencies.

**g. Transfers**

Funds made available for the access program and the FLTP may be voluntarily transferred by the USDOT Secretary within and between those programs with the concurrence, as appropriate, of the affected FLMAs, state DOTs, and local government agencies. Transferred funds must be credited back at a later date. [23 USC 201]

## **O. CONSTRUCTION OF FERRY BOATS AND FERRY TERMINAL FACILITIES**

The Ferry Boat Discretionary (FBD) program was discontinued by the Moving Ahead for Progress in the 21st Century Act (MAP-21), Public Law 112-141. The last FBD project solicitation was for FY 2011.

### **1. WPA FUND CODES**

Use the FBD fund code

### **2. PROGRAM PURPOSE**

This program provides funding for the construction of ferry boats and ferry terminal facilities.

### **3. STATUTORY CITATION(S)**

23 U.S.C. 129(c), 147

### **4. FUNDING FEATURES**

Funded by contract authority from the Highway Account of the Highway Trust Fund, to remain available until expended. Funds are subject to the overall federal-aid obligation limitation.

Funds will be allocated to states, United States territories, and Puerto Rico, and further distributed among eligible entities based on the following ratio:

- 35% based on the number of ferry passengers carried by each ferry system
- 35% based on the number of vehicles carried by each ferry system
- 30% based on the total route miles serviced by each ferry system

Any funds not obligated by the state at the end of four years will be withdrawn and redistributed to other eligible recipients (other states).

### **5. ELIGIBILITY REQUIREMENTS**

FBD eligibilities continue unchanged:

- Construction of ferry boats and ferry terminal facilities within the states and U.S. territories.
- It is not feasible to build a bridge, tunnel, combination thereof, or other normal highway structure in lieu of the use of such ferry.
- Ferry must operate on a route that has been classified as a public road (and that has not been designated as part of the interstate system).
- Ferry must be either publicly owned or operated or majority publicly owned.
- The operating authority and the amount of fares charged for passage on the ferry shall be under the control of the state or other public entity.

- All revenues must be applied to actual and necessary costs of operation, maintenance, repair, debt service, negotiated management fees, and a reasonable return on investment for any privately operated ferry.
- Except as permitted under 23 USC 129(c)(5), ferry cannot be operated in foreign or international waters.

## **P. TOLLING PROGRAMS**

### **1. SECTION 129 GENERAL TOLLING PROGRAM**

Section 1512(a) of MAP-21 provides a complete replacement for the statutory language of 23 U.S.C. 129(a). The new language makes a number of significant changes to the program, including tolling eligibilities; requirements for tolling agreements; and requiring audits to ensure compliance with requirements on the use of toll revenues.

### **2. TOLLING ELIGIBILITIES**

The FAST Act includes a number of provisions that modify Federal requirements related to high-occupancy vehicle (HOV) facilities and the tolling of highways

MAP-21 incorporated some of the key flexibilities from existing pilot programs to Section 129 tolling eligibilities, which include:

- Tolling of newly constructed lanes added to existing toll-free interstate highways is now permitted under Section 129(a)(1)(B) so long as the facility has the same number of toll-free lanes after construction as it did before (excluding HOV lanes and auxiliary lanes) (this authority was previously available under the express lanes demonstration program, Section 1604(b) of SAFETEA-LU).
- Tolling for initial construction of highways, bridges, and tunnels on the interstate system is now permitted under Section 129(a)(1)(A). Prior to MAP-21, such authority was limited to non-interstate facilities under Section 129. This change effectively mainstreams the interstate system construction toll pilot program.

### **3. TOLLING AGREEMENTS**

Prior to October 1, 2012, public authorities were required to execute a tolling agreement with FHWA prior to imposing tolls on a federal-aid highway (or to use federal-aid funds on an existing toll facility). Under MAP-21, such agreements are no longer be statutorily required. For toll facilities that have executed Section 129 tolling agreements prior to October 1, 2012, the terms of those agreements will continue in force.

### **4. USE OF TOLLING REVENUE AND COMPLIANCE AUDITS**

While the requirement for upfront tolling agreements under Section 129 no longer exists, MAP-21 largely continues the restrictions on the use of toll revenues that were in place previously. MAP-21 also imposes a new requirement for annual audits to ensure compliance with these limitations, the results of which must be transmitted to USDOT. If the USDOT Secretary concludes that the public authority with responsibility for the toll facility is not in compliance with these restrictions, the USDOT Secretary may require that toll collection on the facility be discontinued until an agreement is reached to achieve compliance. Additional guidance will be developed in the future regarding use of toll revenue and compliance.

## **5. SECTION 166 HOV/HOT LANES**

23 U.S.C. 166(b)(4) provides authority for public agencies to allow toll-paying vehicles that do not meet the minimum occupancy standards to use high occupancy vehicle (HOV) lanes. Such authority is continued under MAP-21. Section 166 includes a number of provisions that will thus continue to apply whenever a HOV lane is converted to a high occupancy toll (HOT), including:

- The state must annually certify to FHWA that it continues to meet all requirements of 23 U.S.C. 166, including those related to vehicle eligibility; operational performance monitoring, evaluation, and reporting; and enforcement. In particular, states are required to include in their certification a clear demonstration that the presence of HOT vehicles has not caused the facility to become degraded. (23 U.S.C. § 166(d))
- The state must indicate the presence of a program that addresses how motorists can enroll and participate in the toll program.

The state must indicate that they have implemented a system that will automatically collect the tolls, or indicate that such a system will be implemented in a reasonable period of time following establishment of the HOT lane.

### **Performance of HOV facilities**

If the performance of an HOV facility becomes degraded (i.e., average speeds fall below specified minimums), the FAST Act requires the public authority to submit to DOT for approval a plan detailing the actions that will be taken to make significant progress toward bringing the facility into compliance with minimum average operating speed performance standards through changes to the operation of the facility. The FAST Act also allows DOT, upon request of a public authority, to grant a waiver for compliance requirements in certain instances if: (1) the waiver is in the best interest of the traveling public; (2) the public authority is meeting the conditions under 23 U.S.C. 166(d)(1)(D); and (3) the public authority is making a good faith effort to improve performance of the facility. [23 U.S.C. 166(d)(1)]

### **Consultation regarding tolls**

The FAST Act requires public authorities operating a high-occupancy toll (HOT) or low emission and energy-efficient vehicle toll lane on the Interstate System and located in a metropolitan planning area (established under 23 U.S.C. 134) to consult with the metropolitan planning organization for the area regarding the placement and amount of tolls on the facility. [23 U.S.C. 166(g)]

## **6. USE OF TOLLING REVENUE AND COMPLIANCE AUDITS**

The use of tolling revenues from facilities tolled under Section 166 is governed by the requirements of Section 129(a)(3). (23 U.S.C. 166(c)) Such facilities will thus also be subject to the changes made by MAP-21 that were noted previously for Section 129, including the new statutory requirement for annual audits to ensure compliance with the limitations on the use of revenue. MAP-21 also rescinds a prior requirement that public authorities give priority consideration to projects for developing alternatives to single occupant vehicle travel and projects for improving highway safety when using toll revenues for other Title 23 purposes.

## **7. TOLL PILOT PROGRAMS**

Each of the four toll pilot programs is treated differently under MAP-21:

**a. Express Lanes Demonstration Program**

The express lanes demonstration program (ELDP) was authorized under Section 1604(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU); it expires on September 30, 2012. The program allows up to 15 toll projects aimed at managing congestion and financing highway capacity expansion by tolling new lanes added to an existing facility. The five tolling agreements that were executed by FHWA and project sponsors under this program will continue in force. Projects for which slots were allocated but still not subject to an agreement should proceed under Section 129.

**b. Interstate System Construction Toll Pilot Program**

The interstate system construction toll pilot program (ISCTPP) was authorized under Section 1604(c) of SAFETEA-LU. To date, only one of the three slots authorized under this program has been reserved, and no projects have received final acceptance into the program or executed tolling agreements. The ISCTPP, which expires on August 9, 2015, was not directly affected by MAP-21. However, MAP-21 does amend Section 129 to include the initial construction of any highway, whether on or off the interstate system, as an eligible activity for tolling. As this pilot program has thus been effectively mainstreamed under the general tolling program, FHWA will no longer be accepting applications for this program. Division offices should direct project sponsors interested in constructing new interstate highways, bridges, or tunnels as toll facilities to the requirements under Section 129.

**c. Interstate System Reconstruction and Rehabilitation Pilot Program**

The interstate system reconstruction and rehabilitation pilot program (ISRRPP) was authorized under Section 1216(b) of the Transportation Equity Act for the 21st Century (TEA-21). MAP-21 does not make any changes to this program, which thus continues in force. In order to receive tolling authority under the ISRRPP, project sponsors are required to have their program application approved by FHWA and to execute a tolling agreement. All three of the slots authorized for this program are conditionally reserved at the present time.

The Interstate System Reconstruction and Rehabilitation Pilot Program allows up to three states to reconstruct existing non-tolled interstate facilities and return them to service as tolled facilities. Missouri, North Carolina and Virginia were selected, but have yet to make any progress towards implementing tolls. They have one year after the enactment of the FAST Act (Dec. 2015) to show progress. If not, other states will be eligible to submit applications for the pilot program. New states selected will have three years to advance a project before this “kick out” provision would remove them from the program.

**d. Value Pricing Pilot Program**

The value pricing pilot program (VPPP) was first authorized under the Section 1012(b)(8) of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), and was subsequently amended under other laws, most recently in Section 1604(a) of SAFETEA-LU. MAP-21 does not make any changes to this program. While no additional funds are authorized after federal fiscal year 2012 for the discretionary grant component of this program, FHWA's ability to enter into cooperative agreements for tolling projects under the VPPP will continue in force. Of the 15 slots authorized for this program, seven have been permanently reserved for states that have executed tolling cooperative agreements under the VPPP. The remaining eight slots are currently reserved for state agencies that are undertaking studies or non-toll projects under the program. Once these studies or projects have been completed, these slots will become available for use by any states with eligible tolling projects under the program, at the discretion of the USDOT Secretary.

A number of congestion pricing strategies, including HOV to HOT conversion and the construction of priced express lanes, can now be accommodated under the Section 129 general tolling program and the Section 166 HOV/HOT lanes program. FHWA prefers that the two mainstream programs be used where possible as opposed to the pilot programs. As a result, requests for tolling authority under the VPPP will be limited to situations that cannot be accommodated under the mainstream tolling programs, such as the pricing of existing toll-free facilities without substantial reconstruction of those facilities.

## **8. TOLLING PROGRAM ADMINISTRATION**

The program changes resulting from MAP-21, as noted above, have a number of implications for the administration of these programs by the FHWA program and division offices.

## **9. COMPLIANCE AUDITS**

The statutes authorizing the ISRRPP and ISCTPP programs require regular audits to ensure compliance with the limitations on the use of toll revenues, which must be transmitted to USDOT. Similar audit requirements have also been included in tolling agreements executed under the Section 129, Section 166, ELDP, and VPPP tolling programs. As noted above, Section 1512 of MAP-21 extends such audit requirements for facilities tolled under Section 129 or Section 166, specifying that such audits be conducted annually and establishing the authority of the USDOT Secretary to require that toll collection be discontinued if a public authority is found to be in noncompliance. (23 U.S.C. 129(a)(3)) FHWA division offices will be responsible for receiving the annual audits from the tolling operators and ensuring compliance with the statutory requirements. These audit requirements will be further addressed in forthcoming guidance.

## **10. TOLLING MEMORANDUM OF UNDERSTANDING**

Although tolling agreements are no longer required under the mainstream tolling programs, state departments of transportation (or other public agencies with responsibilities for toll facilities) may wish to enter into a memorandum of understanding (MOU) with their FHWA division offices, particularly in light of the new requirements for audits and the potential consequences of noncompliance (including the discontinuation of toll collection). Suggested elements of the MOU could include establishing the eligibility for tolling a federal-aid highway facility under Section 129 and outlining how the statutory requirements regarding the use of toll revenues, audits, and other federal requirements will be met. A sample template for a tolling MOU is provided.

## **Q. EMERGENCY RELIEF PROGRAM**

The FAST Act continues the Emergency Relief program, which provides funds for emergency repairs and permanent repairs on Federal-aid highways and roads, tribal transportation facilities, and roads on Federal lands that the Secretary finds have suffered serious damage as a result of natural disasters or catastrophic failure from an external cause.

For additional information on Emergencies, please see Part III, Chapter 10 of these instructions.

### **1. WPA FUND:**

ERxx where xx is to signify the last two digits of the federal fiscal year of the event. ACER can be used until an allocation is received.

## **2. PROGRAM PURPOSE**

The emergency relief (ER) program provides funds for emergency repairs and permanent repairs on federal-aid highways and roads on federal lands that the USDOT Secretary finds have suffered serious damage as a result of natural disasters or catastrophic failure from an external cause.

## **3. STATUTORY CITATION(S)**

FAST Act §§ 1107 & 1408(b); 23 USC 120(e) and 125;

## **4. FUNDING FEATURES**

Funded by a permanent authorization of \$100 million per year in contract authority from the Highway Account of the Transportation Trust Fund. Funds are available until expended, and exempt from the federal-aid highway obligation limitation. [23 USC 125]

In addition to the permanent authorization, SAFETEA-LU authorized from the General Fund of the Treasury such sums as may be necessary to supplement the permanent authorization in years when Emergency Relief allocations exceed \$100 million. Appropriation legislation would be necessary to make the additional funds available.

Funds are allocated to the states based on an assessment of repair costs following a disaster.

Up to 5% of ER funds may be used by the USDOT Secretary for projects to protect public safety or maintain or protect roadways included within the scope of an emergency declaration.

## **5. FEDERAL SHARE**

In accordance with 23 USC 120, including sliding scale adjustment for states with high percentages of federally-owned public lands.

- Emergency repair work to restore essential travel, minimize the extent of damage, or protect the remaining facilities, accomplished in the first 180 days after the disaster occurs, may be reimbursed at 100% federal share; time period may be extended for delay in the ability to access damaged areas.
- For eligible permanent repairs to restore damaged facilities, up to 90% federal share is allowed if total eligible expenses incurred by the state due to natural disasters or catastrophic failures in a federal fiscal year exceeds the state's apportionments under 23 USC 104 for the federal fiscal year in which the event occurred.
- The federal share for repair work on federal land, federal land access, and tribal transportation facilities is 100%.
- The state's application for ER funds must include a comprehensive list of all eligible project sites and repair costs within two years after the event.

## **6. ELIGIBLE ACTIVITIES**

ER eligibilities are continued, with some changes:

- Addition of actual and necessary costs of maintenance and operation of transit service as eligible activity to provide a temporary substitute for highway traffic service.



- Debris removal is eligible only if the event is not declared a major disaster by the President or where the event is declared a major disaster by the President but the debris removal is not eligible for assistance under the Stafford Act.
- ER funds may participate in costs to repair or reconstruct a comparable facility, which is defined as a facility that meets the current geometric and construction standards required for the types and volume of traffic that the facility will carry over its design life.
- Construction phase defined – No funds may be used for repair or reconstruction of a bridge if the construction phase of a replacement structure is included in a state's approved STIP at the time of the event.

**Federal Lands and Tribal Transportation facilities or other federally-owned roads**

100% Federal share for repair work on Federal land transportation facilities, tribal transportation facilities, and other Federally-owned roads open to public travel. Under MAP-21, Federal Lands Access Program Facilities also had been eligible for this 100% Federal share; the FAST Act eliminated that eligibility. Per § 421 of the Department of Transportation Appropriations Act, 2016 (P.L. 114-113), the FAST Act amendment applies to projects to repair or reconstruct facilities damaged as a result of a qualifying natural disaster or catastrophic failure that occurs after October 1, 2015. [FAST Act § 1408(b); 23 U.S.C. 120(e)(2)]

- The FAST Act clarifies eligibility for debris removal on Federal Lands and Tribal Transportation facilities or other federally-owned roads if the facility is eligible under the Emergency Relief program. [FAST Act § 1107; 23 U.S.C. 125(d)(3)]
- The FAST Act clarifies the definition of “open to public travel” for purposes of eligibility of roads on tribal transportation facilities, Federal Lands transportation facilities, and other federally owned roads. [FAST Act § 1107; 23 U.S.C. 125(e)(1)]

## **R. STATE INFRASTRUCTURE BANK PROGRAM**

States that established SIBs authorized by the NHS Designation Act and TEA-21 may continue to operate those SIBs. Florida’s federal State Infrastructure Bank was established under this prior legislation.

Florida has both a federally funded account and a state funded account within the State Infrastructure Bank. For additional information on Florida’s SIB, see the SIB Chapter in Part III of these Instructions.

### **1. STATUTORY CITATION**

23 USC 610

The FAST Act restores a state’s ability to use up to 10 percent of its allocated federal highway funds to capitalize a state infrastructure bank. States had this authority under the 2005 SAFETEA-LU law, but it was not continued in MAP-21 in 2012.

### **2. ELIGIBLE USE OF FUNDS**

SIBs provide various forms of non-grant assistance to public or private entities for eligible projects, including below-market rate subordinate loans, interest rate buy-downs on third party loans, and guarantees and other forms of credit enhancement. Any debt issued or guaranteed by the SIB must be of investment grade quality.

Projects eligible under Title 23, United States Code, capital projects as defined in Section 5302 of Title 49, United States Code and any other projects related to surface transportation that the USDOT Secretary determines to be appropriate are eligible for assistance from the SIBs.

Both the initial credit assistance funded with federal capitalization grants, including the required non-federal match, and any assistance funded with loan repayments and other recycled funds are subject to the requirements of Titles 23 and 49, as applicable.

## **S. TRANSPORTATION INFRASTRUCTURE FINANCE AND INNOVATION ACT (TIFIA)**

### **1. PROGRAM PURPOSE**

The FAST Act continues the TIFIA Program

The Transportation Infrastructure Finance and Innovation Act (TIFIA) program provides federal credit assistance to eligible surface transportation projects, including highway, transit, intercity passenger rail, some types of freight rail, and intermodal freight transfer facilities. The program is designed to fill market gaps and leverage substantial private co-investment by providing projects with supplemental or subordinate debt.

### **2. STATUTORY CITATION**

FAST Act § 2001; 23 USC 601-609

### **3. FUNDING FEATURES**

Funded by contract authority and reimbursed from the Highway Account of the Highway Trust Fund, to remain available until expended. Funds are subject to the overall federal-aid obligation limitation.

### **4. PROGRAM PRODUCTS**

The TIFIA credit program may provide to states (including D.C. and Puerto Rico), localities, or other public authorities, as well as private entities undertaking projects sponsored by public authorities, three types of financial assistance:

- Secured loans are direct federal loans to project sponsors offering flexible repayment terms and providing combined construction and permanent financing of capital costs.
- Loan guarantees provide full-faith-and-credit guarantees by the federal government to institutional investors, such as pension funds, that make loans for projects.
- Lines of credit are contingent sources of funding in the form of federal loans that may be drawn upon to supplement project revenues, if needed, during the first 10 years of project operations.

MAP-21 also newly authorizes "master credit agreements," under which DOT may make a contingent commitment of future TIFIA assistance (subject to the availability of future funding) for a program of projects secured by a common revenue pledge.

### **5. FEDERAL SHARE**

TIFIA credit assistance may cover the following portions of the total cost of a project:

- TIFIA line of credit: up to 33%
- TIFIA loan: up to 49% (or, if the loan does not receive an investment grade rating, up to the amount of senior project obligations)
- TIFIA loan and TIFIA line of credit, combined: up to 49%
- Total federal assistance (grants and loans) to a project receiving a TIFIA loan: up to 80%

## **6. ELIGIBLE ACTIVITIES**

Most types of projects retain their previous TIFIA eligibility:

- Projects eligible for assistance under Title 23 or chapter 53 of title 49
- International bridges and tunnels
- Intercity passenger bus or rail facilities and vehicles, including those owned by Amtrak
- Public freight rail projects
- Private freight rail projects that provide public benefit for highway users by way of direct highway-rail freight interchange (a refinement of the SAFETEA-LU eligibility criterion)
- Intermodal freight transfer facilities
- Projects providing access to, or improving the service of, the freight rail projects and transfer facilities described above
- Surface transportation infrastructure modifications necessary to facilitate direct intermodal interchange, transfer and access into and out of a port
- A project to improve or construct public infrastructure that is located within walking distance of, and accessible to, a fixed guideway transit facility, passenger rail station, intercity bus station, or intermodal facility, including a transportation, public utility, or capital project and related infrastructure; and
- The capitalization of a rural projects fund.

To receive TIFIA assistance, a project must have costs that equal or exceed at least one of the following:

- \$50 million and 1/3 of a state's annual federal apportionments
- for a rural infrastructure project (as defined below), \$10 million
- for an intelligent transportation system (ITS) project, \$10 million

Multiple related TIFIA-eligible projects may be grouped in order to meet one of these cost thresholds as long as the projects' credit assistance is secured by a common pledge. [23 USC 601(a)(12)(D)(iv)]

## **7. RE-FINANCING**

MAP-21 continues the ability to use TIFIA to refinance an earlier TIFIA interim construction loan, or to refinance existing project debt in order to provide additional funding capacity for TIFIA-eligible projects.

## **8. OTHER PROVISIONS**

### **a. Application Process**

MAP-21 requires DOT to establish a rolling application process for providing TIFIA credit assistance to eligible projects on terms acceptable to DOT.

### **b. Repayment of Federal Assistance**

TIFIA assistance must be repaid through dedicated revenue sources that secure project obligations, such as tolls, other user fees, or payments received under a public-private partnership agreement. Repayment of a TIFIA loan must begin by five years after the substantial completion of the project, and the loan must be fully repaid within 35 years after the project's substantial completion or by the end of the useful life of the asset being financed, if that life is less than 35 years.

### **c. Provisions Related to Rural Projects**

- "Rural infrastructure project" is defined as a surface transportation project not located in a city with a population of more than 150,000 within the city limits.
- Of the total amount authorized for TIFIA in a federal fiscal year, not more than 10% shall be set aside for rural infrastructure projects.
- Loans to rural infrastructure projects under this set aside (for either new financing or refinancing of an existing federal credit instrument) are at ½ the Treasury interest rate.

### **d. Investment Grade Rating**

Debt senior to the federal credit instrument (or the federal credit instrument, if *it* is the senior debt) must generally receive an investment-grade rating from at least two rating agencies.

### **e. Non-subordination**

In most cases a TIFIA loan may not be subordinated to other debt in the event of project bankruptcy, insolvency, or liquidation. However, TIFIA loans may be subordinated in some circumstances in which a public agency has outstanding senior bonds under a preexisting indenture.

### **f. Limited Buy-downs**

MAP-21 allows project sponsors to "buy down" their TIFIA interest rate if that rate has increased between the date of submission of a project application and the execution of the TIFIA agreement.

## **9. WPA PROGRAMMING**

Projects will not be programmed with TIFIA funds until an approved federal award is given.

Use fund code TIFI and allocation type 1 on the projects programmed using TIFIA funds.

The payback of TIFIA funds should be programmed using a phase of A8 and program number 85. No federal funds should be programmed on this phase. TIFI fund code should not be listed on the payback phase. The payback schedule should be in the application package. The amounts programmed for the payback of TIFIA funds must match the payback schedule.

## **T. NATIONALLY SIGNIFICANT FREIGHT AND HIGHWAY PROJECTS PROGRAM (FORMERLY KNOWN AS FASTLANE GRANTS, NOW KNOWN AS INFRA GRANTS)**

The Nationally Significant Freight and Highway Projects Program is a new competitively awarded discretionary freight-focused grant program. This new program allows States, Metropolitan Planning Organizations (MPOs), local governments, tribal governments, special purpose districts and public authorities (including port authorities), and other parties to apply for funding to complete projects that improve safety and hold the greatest promise to eliminate freight bottlenecks and improve critical freight movements.

In 2017 the USDOT re-designated the FASTLANE Program as the “Infrastructure for Rebuilding America” Program, otherwise known as the INFRA Grants Program.

INFRA program preserves statutory requirements and utilizes updated criteria to evaluate projects and align with national and regional economic vitality goals.

The Office of the Secretary of Transportation, not FHWA, is responsible for project selection.

Notwithstanding any other provision of law, a freight project under this program shall be treated as if the project is located on a federal aid highway.

### **1. WPA FUND CODE**

Use the **NFPD** fund code – “National Freight Program Discretionary”

### **2. PROGRAM PURPOSE**

The goals of the program shall be to –

- a. improve the safety, efficiency, and reliability of the movement of freight and people;
- b. generate national or regional economic benefits and an increase in the global economic competitiveness of the United States;
- c. reduce highway congestion and bottlenecks;
- d. improve connectivity between modes of freight transportation;
- e. enhance the resiliency of critical highway infrastructure and help protect the environment;
- f. improve roadways vital to national energy security; and

- g. address the impact of population growth on the movement of people and freight.

### **3. STATUTORY CITATION**

Title 23 USC §117

### **4. FUNDING FEATURES**

- Funded at \$4.5 billion over 5 years, averaging \$900 per year
- Subject to annual obligation limitation
- The aggregate amount for intermodal projects is capped at \$500 million over the life of the FAST Act (five years 2016-2020).

This \$500 million limitation shall not apply to railway-highway grade crossings or grade separation projects, or with respect to a multimodal project, shall apply only to the non-highway portion of the project.

- At least 25% of funds must be obligated in rural areas. "Rural area" is defined in this context as an area that is outside an urban area with a population of over 200,000
- Federal share may not exceed 60%. Other federal funds may be used to satisfy up to 20% of the matching requirement, but total federal funds on the project may not exceed 80%.

### **5. COST SHARE**

- Up to 60 percent FASTLANE grants
- Up to 80 percent total Federal
- Previously incurred expenses cannot count toward cost share

### **6. REQUIREMENTS FOR LARGE AND SMALL PROJECTS**

- Large Project Requirements
  - Generates national or regional economic, mobility, or safety benefits
  - Cost-effective
  - Contributes to one or more 23 U.S.C. 150 goals
  - Based on the results of preliminary engineering
  - One or more stable and dependable funding or financing sources
  - Cannot easily be completed without Federal funding
  - Reasonably expected to begin construction 18 months from obligation
- Small Project Considerations

- Cost-effectiveness
- Effect on mobility in the project's State or region

## **7. ELIGIBLE APPLICANTS**

Eligible applicants are limited to -

- A state or a group of states
- Metropolitan Planning Organizations
- Local government or group of local governments
- A political subdivision of a state or local government
- Special purpose district or public authority with a transportation function, including a port authority
- Federal land management agency that applies jointly with a state or group of states
- Indian tribes, or
- Combinations thereof

## **8. PROJECT LOCATION**

Funds may be used for a project that is –

- a highway freight project carried out on the National Highway Freight Network;
- a highway or bridge project carried out on the National Highway System, including—
  - a project to add capacity to the Interstate System to improve mobility; or
  - a project in a national scenic area;
- a freight project that is –
  - a freight intermodal or freight rail project; or
  - within the boundaries of a public or private freight rail, water (including ports), or intermodal facility and that is a surface transportation infrastructure project necessary to facilitate direct intermodal interchange, transfer, or access into or out of the facility; or
  - a railway-highway grade crossing or grade separation project; and
- has eligible project costs that are reasonably anticipated to equal or exceed the lesser of –
  - \$100,000,000; or
  - in the case of a project –

- located in 1 State, 30 percent of the amount apportioned under Title 23 to the State in the most recently completed fiscal year; or
  - located in more than 1 State, 50 percent of the amount apportioned under this chapter to the participating State with the largest apportionment under Title 23 in the most recently completed fiscal year.
- Minimum project size is at least \$25 million.

## **9. SMALL PROJECTS**

10% of program funds each year must be made available for grants that do not satisfy the minimum threshold described above (\$25 million). Minimum grant size for “small projects” is at least \$5 million

## **10. ELIGIBLE ACTIVITIES**

Funds may be used for –

- development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work, and other preconstruction activities; and
- construction, reconstruction, rehabilitation, acquisition of real property (including land related to the project and improvements to the land), environmental mitigation, construction contingencies, acquisition of equipment, and operational improvements directly related to improving system performance.
- Funds may also be used to pay subsidy and administrative costs necessary to provide the eligible entity with TIFIA credit assistance with respect to the project for which the grant was awarded.

## **11. SELECTION CRITERIA**

- Support for National or Regional Economic Vitality
  - Achieve a significant reduction in traffic fatalities and serious injuries on the surface transportation system;
  - Improve interactions between roadway users, reducing the likelihood of derailments or high consequence events;
  - Eliminate bottlenecks in the freight supply chain;
  - Ensure or restore the good condition of infrastructure that supports commerce and economic growth;
  - Sustain or advance national or regional economic development in areas of need, including projects that provide or improve connections to the Nation’s transportation network to support the movement of freight and people; and
  - Reduce barriers separating workers from employment centers, including projects that are primarily oriented toward reducing traffic congestion and corridor projects that reduce transportation network gaps to connect peripheral regions to urban centers or job opportunities.



The USDOT will evaluate this selection criterion by relying on quantitative, data-supported analysis, including an assessment of the applicant supplied benefit-cost analysis.

- Leveraging of Federal Funding
  - To maximize the impact of INFRA awards, the USDOT seeks to leverage INFRA funding with non-federal contributions.
  - An application which proposes a 20 percent federal share will be more competitive than an otherwise identical application proposing a 50 percent federal share.
  - The USDOT will consider three additional pieces of information in assessing this criterion:
    - The Applicant's available resources or other broader fiscal constraints. (This may apply to applicants from rural OR less wealthy areas.)
    - If the applicant is a regular recipient of federal funding, the non-federal share of their overall transportation program.
    - The Applicant's plan for future operation and maintenance costs associated with the project's life-cycle.
- Potential for Innovation
  - USDOT is seeking to encourage innovation in three areas: Environmental review and permitting (New Approach)
  - Use of experimental project delivery authorities (SEP-14/15)
  - Safety and technology
  - These will be assessed to the extent they are applicable to the project.
- Performance and Accountability
  - USDOT seeks projects that allow it to condition funding on specific, measurable, outcomes, such as:
    - Reaching project delivery milestones in a timely manner
    - Making specific State or local policy changes that advance desirable transportation outcomes
    - Achieving specific transportation performance objectives that support economic vitality or improve safety.
  - These examples are illustrative, but USDOT encourages creativity.
  - USDOT does not intend to impose these conditions on unwilling or interested INFRA recipients

## **12. ADDITIONAL CONSIDERATIONS**

- Geographic Diversity

- The Department will consider the contributions to geographic diversity among recipients, including the need for a balance between urban and rural areas
- Project Readiness
  - The Department will consider the risks to successful completion of the a project, including risks associated with environmental review, permitting, technical feasibility, funding, and the applicant’s capacity to manage project delivery.
  - The Department is required to determine that a large project is reasonably expected to begin construction within 18 months of obligation. The Obligation deadline for FY 2017 funding is September 30, 2020, and the obligation deadline for FY 2018 funding is September 30, 2021.

**U. GENERAL FUND INFRASTRUCTURE FUNDING (TEMPORARY SECTION TO BE SUNSET WHEN NO LONGER APPLICABLE)**

In June of 2018, FHWA provided FDOT notice of additional apportionment of Highway Infrastructure program funds for activities eligible under section 133(b)(1)(a) of title 23 USC, pursuant to the Department of Transportation Appropriations Act, 2018, through public law 115-141.

The funds allocated to the Districts from this General Fund (GF) apportionment are available for obligation until **September 30, 2021**. Any amounts not obligated by the State on or before September 30, 2021, shall lapse.

The funds are not subject to obligation limitation so they will not use our core Formula Obligation Authority, as they are exempt due to having been apportioned from the general fund.

The new GF pre-fixed work program funds may only be programmed and obligated for activities that lead to or are directly associated with the Construction of **Highways, Bridges, and Tunnels**, that are functionally classified as part of the Federal Aid System.

- Transportation System 16 – “off-state/off-federal” should not be programmed unless the funds are being used to improve or replace an existing off-system bridge (except for a new bridge or tunnel at a new location).

**1. WPA FUND CODE**

<b><u>Work Program Fund Code</u></b>	<b><u>Description</u></b>	<b><u>Federal Appropriation Category (FAC)</u></b>
GFSA	General Fund - STPBG (Any Area)	Z004
GFSU*	General Fund - STPBG >200K (Urban)	Z005*
GFSL	General Fund - STPBG <200K >5K (Small Urban)	Z006
GFSN	General Fund - STPBG <5k (Rural)	Z007

\*Use the same Distribution Area as you would for SU (STPBG >200K Urban) funds for the appropriate Transportation Management Area/Urban area in your District X01 through X17.

<u>Area</u>	<u>Description</u>
X01	CAPE CORAL
X02	SARASOTA - BRADENTON
X03	JACKSONVILLE
X04	PENSACOLA
X05	FT. LAUD. - HOLLYWOOD - POMPANO
X06	W. PALM - BOCA RATON - DELRAY
X07	DAYTONA BEACH - PORT ORANGE
X08	MELBOURNE - PALM BAY
X09	ORLANDO
X10	MIAMI - HIALEAH
X11	TAMPA - ST. PETE.
X12	BONITA SPRINGS - NAPLES
X13	TALLAHASSEE
X14	PORT ST. LUCIE
X15	LAKELAND
X16	WINTER HAVEN
X17	KISSIMMEE

FHWA has provided clarification and definition of Construction which includes preliminary and necessary phases of work to support Construction or activities that lead to Construction as being also eligible for this funding made available by Congress through the General Fund as an additive to what we normally receive from FHWA through the USDOT Highway Trust Fund annually.

As defined by [23 USC 101\(a\)\(4\)](#) the term “Construction” means the supervising, inspecting, actual building, and incurrence of all costs incidental to the construction or reconstruction of a highway or any project eligible for assistance under this title, including bond costs and other costs relating to the issuance in accordance with section 122 of bonds or other debt financing instruments and costs incurred by the State in performing Federal-aid project related audits that directly benefit the Federal-aid highway program. Such term includes—

- (A) preliminary engineering, engineering, and design-related services directly relating to the construction of a highway project, including engineering, design, project development and management, construction project management and inspection, surveying, mapping (including the establishment of temporary and permanent geodetic control in accordance with specifications of the National Oceanic and Atmospheric Administration), and architectural-related services;
- (B) reconstruction, resurfacing, restoration, rehabilitation, and preservation;
- (C) acquisition of rights-of-way;
- (D) relocation assistance, acquisition of replacement housing sites, and acquisition and rehabilitation, relocation, and construction of replacement housing;
- (E) elimination of hazards of railway-highway grade crossings;
- (F) elimination of roadside hazards;
- (G) improvements that directly facilitate and control traffic flow, such as grade separation of intersections, widening of lanes, channelization of traffic, traffic control systems, and passenger loading and unloading areas; and
- (H) capital improvements that directly facilitate an effective vehicle weight enforcement program, such as scales (fixed and portable), scale pits, scale installation, and scale houses.”



## **PART IV - CHAPTER 2: FINANCIAL PROVISIONS**

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## **PART IV - CHAPTER 2: FINANCIAL PROVISIONS**

### **A. FEDERAL OBLIGATION LIMITATION (A.K.A OBLIGATION AUTHORITY)**

#### **1. PURPOSE**

Overall, the methodology for the obligation limitation distribution calculations under [Fixing America's Surface Transportation \(FAST\) Act](#) (Pub. L. No. 114-94) is similar to the methodology used for MAP-21. The FAST Act established an obligation limitation of \$42.361 billion for FY 2016, increasing each fiscal year up to \$46.365 billion for FY 2020, for the purpose of limiting annual highway spending. Distribution of the limitation under the FAST Act is similar to under MAP-21. The Act also continues the requirement to annually recover unused obligation limitation and distribute it as formula limitation to States that can use it before the end of the fiscal year.

Section 1102 of the FAST Act lists the funding that is exempt from the obligation limitation. Of new contract authority, funding for the emergency relief program in the amount of \$100 million and a portion of national highway performance program (NHPP) funding are exempt from the obligation limitation. A national total of \$639 million in NHPP funds is exempt from the obligation limitation for each federal fiscal year, with each state's share of the exempt NHPP funds proportional to that state's overall share of NHPP funds.

Under the distribution process in Section 1104 of the FAST Act, limitation is first provided for administrative expenses and programs authorized under Section 104(a) of Title 23, the Bureau of Transportation Statistics, and unobligated balances of funding for allocated programs (or for the apportioned tribal transportation program and federal lands access program) carried over from previous federal fiscal years.

The remaining limitation is then compared to the total remaining new authorizations of contract authority subject to the limitation for the federal fiscal year. This is known as the limitation ratio. The limitation ratio is used to distribute obligation limitation for each of the allocated programs (other than those allocated programs for which obligation limitation has already been provided) and for the tribal transportation program and the federal lands access program. The amount of obligation limitation provided for each program is determined by multiplying the amount of contract authority authorized for the program for the federal fiscal year by the limitation ratio.

The remaining balance of the limitation is then distributed among the states as formula obligation limitation with each state's portion of the limitation being based on the state's relative share of the total apportioned funds (subject to limitation) for the federal fiscal year.

All of the obligation limitation under Section 1102 of the FAST Act is available for one federal fiscal year, except that the limitation distributed for transportation research programs is available for four federal fiscal years.

#### **2. AUGUST REDISTRIBUTION**

The redistribution of obligation limitation after August 1<sup>st</sup> (August Redistribution) under the FAST ACT works in the same manner as August Redistribution under MAP-21. The August Redistribution process ensures that all one-year obligation limitation for a federal fiscal year will be utilized prior to its expiration at the end of the federal fiscal year.

After August 1<sup>st</sup> of each federal fiscal year, the United States Department of Transportation (USDOT) Secretary will revise the distribution of obligation authority made available if a state does not plan to

obligate the amount distributed during that federal fiscal year. The amount returned will be redistributed as formula obligation limitation to those states able to obligate amounts in addition to those previously distributed during the federal fiscal year.

## **B. FEDERAL HIGHWAY TRUST FUND AND TAXES: STATUTORY REFERENCES**

- FAST Act Division C; Internal Revenue Code (26 U.S.C.)

The FAST Act extends through September 30, 2022, the deposit to the Highway Trust Fund of amounts equivalent to the proceeds of the highway-user taxes, expend out of the Highway Trust Fund to reimburse states, and to receive transfers as necessary to remain solvent.

- Title I—Extension of Highway Trust Fund Expenditure Authority and Related Taxes
  - 31101. Extension of trust fund expenditure authority
  - 31102. Extension of highway-related taxes
- Title II—Revenue Provisions
  - 31201 and 31203. Transfer from Leaking Underground Storage Tank Trust Fund to Highway Trust Fund
  - 31201. Additional transfers to Highway Trust Fund
- Other: In addition, the FAST Act dedicates the proceeds of certain motor vehicle safety penalties to the Highway Account. 26 USC 9503;

## **C. USE OF TOLL CREDITS TOWARD NON-FEDERAL SHARE (SOFT MATCH)**

Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent credits are available.

Effective July 1, 2011, all Federal Highway Administration (FHWA) funded highway programs except for the emergency relief program will be "soft matched." Soft match credits earned in previous years and those earned in future years will be used to avoid the state-matching portion on projects funded within these programs. Each eligible federal-aid project that will be soft-matched will be funded at 100% federal-aid up to the funds available. Note that there sometimes will be "hard dollar" state and/or local funds also programmed on federal aid projects. These non-federal funds on the project, if any, will be used first to either fully or partially satisfy the required non-federal match. If these "hard dollars" are not sufficient to fully satisfy the required non-federal match, then toll credits will be used to increase the non-federal match to the required level. Any "hard dollar" state and/or local funds programmed on the project should be shown as associated funds in the Federal Authorization Management System (FAMS).

A portion of soft-match credits will also be used to fund the state or local share on transit projects managed by local transit agencies. The central public transit office should be contacted for more information on using soft match credits for transit projects.

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## **D. ADVANCE CONSTRUCTION PROGRAM**

### **1. PROGRAM PURPOSE**

Under the conditions provided in 23 U.S.C. 115 , and discussed in more detail in 23 CFR 630G, "Advance Construction of Federal-Aid Projects," a state may request and receive approval to construct projects in advance of the apportionment of authorized federal-aid funds. The project must meet all the normal federal requirements, as if it were being financed with federal funds. Like other projects using federal funds, the project must have an approved federal authorization prior to advertising or work commencing in order to be eligible for conversion to federal funds at a later date.

For additional information on the Florida Department of Transportation's (department's) use of the federal advance construction program, see the Advanced Construction chapter of these instructions.

### **2. STATUTORY REFERENCES**

23 U.S.C. 115

23 CFR 630G

### **3. CONVERSIONS**

An existing advance construction project may be converted to a regular federal-aid project at any time provided that sufficient federal-aid funds and obligation authority are available.

The state may request a partial conversion where only a portion of the federal share of project costs is obligated and the remainder may be converted at a later time provided funds are available.

Only the amount converted is an obligation of the federal government.

### **4. ELIGIBLE USE OF FUNDS**

Any project eligible for federal participation under Title 23, U.S.C., is eligible for advance construction. Conversion may be to any category of funds for which the project is eligible.

### **5. FEDERAL SHARE**

The federal share is only applicable upon conversion to a regular federal fund.

## **E. TRANSFERRING FEDERAL FUNDS**

The FACT Act continued the same provisions for flexible funding that were one of the hallmarks of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) that was continued under the 1998 Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) and under the SAFETEA-LU. To enhance flexibility, a State may transfer up to 50 percent of any apportionment to another formula program.

However, no transfers are permitted of Metropolitan Planning funds, funds suballocated to areas based on population (under either STBG or Transportation Alternatives), or funds set aside for the Recreational Trails Program.

These flexible funding provisions enable state and local governments, transit operators, and metropolitan planning organizations (MPO) to more effectively meet their unique needs, and facilitate a multimodal



approach to meeting transportation needs at both the statewide and metropolitan levels. The flexibility provisions of these transportation acts include:

- Broad highway/ transit eligibility within selected categories of major highway and transit programs
- Transfer of funds within the federal-aid highway program to other programs with broader highway/transit eligibility
- Transfer of funds from FHWA to Federal Transit Administration (FTA) and vice versa

## **1. TRANSFERS FROM ONE FEDERAL-AID HIGHWAY PROGRAM TO ANOTHER**

If funds are transferred from one federal-aid highway program to another, those funds then have the same eligibility as the program that they are transferred to. For example, National Highway Performance Program (NHPP) funds transferred to the Surface Transportation Block Grant program (STBG) would have the same eligibility as STBG funds.

## **2. INTERAGENCY TRANSFERS**

Following are a few important points to keep in mind when considering interagency transfers:

- Funds transferred to or from FHWA or FTA can be used only for purposes eligible under the original program that the funds are transferred from. The FHWA prefers that congestion mitigation and air quality improvement program funds (CMAQ) and STP funds used for projects to purchase transit vehicles be transferred to and administered by the FTA.
- Funds that are transferred from FHWA to FTA shall be administered under the requirements of the Chapter 53 of title 49, U.S.C. and funds transferred from FTA to FHWA shall be administered under the requirements of Title 23, U.S.C., except that the non-federal share for the original source of the funding applies to the transferred funds (see 23 U.S.C. §104(k) and 49 U.S.C. §5334(h)).
- For transit capital projects funded with National Highway System (NHS) funds under 23 U.S.C. 103(b)(6)(C) or STP funds under 23 U.S.C. 133(b)(2), applicable Chapter 53 statutory requirements (e.g., Employee protective arrangements (49 U.S.C. 5333(b)), Charter bus transportation services (49 U.S.C. 5323(d)), etc.) must be complied with even if the funds are not transferred to FTA for administration under Chapter 53. If the funds will be administered by the FHWA for such capital projects, the FHWA Division should work with the FTA Regional Office to determine which Chapter 53 provisions apply and how.
- To transfer funds from FHWA to FTA, the state transportation department must request that the funds be transferred, with the concurrence of the MPO if the project is within a metropolitan planning area, in a letter to the FHWA division office.
- In a Transportation Management Area (TMA), the MPO may elect to transfer portions of its FTA Section 5307 funds that cannot be used for operating assistance to FHWA for highway projects subject to the requirements of 49 U.S.C. §5307(b)(2).
- To transfer 49 U.S.C. §5307 funds from FTA to FHWA, the MPO must submit a request to the FTA Regional Office with a certification that: (1) Americans with Disabilities Act (ADA) needs have been met, (2) notice and opportunity for comment and appeal have been provided to affected transit providers, and (3) local funds used for the non-federal match are eligible to provide assistance for either highway or transit projects.

- Funding transfers are permitted only for projects contained in an approved metropolitan transportation improvement program (TIP) and/or STIP.

### **3. DEPARTMENTAL PROCESS TO TRANSFER FUNDS FROM FHWA TO FTA**

The Federal Aid Management Office (FAMO) sends out a quarterly email to the district federal aid coordinators requesting all FTA transfers anticipated to be needed for the next quarter (three months). The district must submit the following required information to their district representative in the FAMO for an FTA transfer to be processed:

- Work program financial project number
- FTA grant recipient name and grant number
- Federal Appropriation Category
- STIP page number where the project is listed
- Project Description
- Amount of requested transfer

A Transfer Request Form will be prepared by the FAMO requesting FHWA to transfer the funds to FTA. Districts will be notified by email when the transfers are complete.




Documentation is required to confirm the correct FTA Grant Number. Districts shall provide documentation as shown in the SAMPLE on the next page for each grant for which funds are requested to be transferred.

### **4. TRANSFER OF FHWA FUNDS TO FTA FOR ITS PROJECTS**

FTA has provided the following information on this process:

- The applicant electronically submits earmark integration application as directed in the earmark guidance document.
- The application goes to FHWA and if it's determined to be a transit project, the application is forwarded to FTA's regional office for the initial review.
- Then the application comes to this office (FTA's Headquarters ITS office for secondary review), and sometimes additional clarification of certain portions of the application may be necessary.
- If all looks well, the application is approved for further processing and an e-mail is sent to FTA's regional offices stating that project is approved and the transfer of funds process will now begin.
- Next, this office requests that FHWA/ITS-JPO transfer the fund to FTA Headquarters. We, in turn, request that the FTA Regional Offices provide TEAM a project number so that FTA's Headquarters budget office can transfer funds to the appropriate project in the regional offices once the funds are received from FHWA. A small percentage of the time, some projects are managed at FTA Headquarters.
- The review and transfer of funds does not happen quickly. But review and approval of the application, and transfer of funds does happen as quickly as we can get everything processed.

**SAMPLE DOCUMENTATION FOR FTA TRANSFER**

**U.S. Department of  
Transportation**

**Federal Transit Administration**

**Application for Federal Assistance**

Recipient ID:	5454
Recipient Name:	SOUTH FLORIDA REGIONAL TRANSPORTATION AUTHORITY
Project ID:	FL-90-X394-04
Budget Number:	6 - Budget Pending Approval
Project Information:	Double Track Project - Segment 5

**Part 1: Recipient Information**

Project Number:	FL-90-X394-04
Recipient ID:	5454
Recipient Name:	SOUTH FLORIDA REGIONAL TRANSPORTATION AUTHORITY
Address:	800 NW 33rd Street Suite 100, Pompano Beach, FL 33064 0000
Telephone:	(954) 942-7245
Facsimile:	(954) 788-7878

**Part 2: Project Information**

Project Type:	Grant	Gross Project Cost:	\$12,500,000
Project Number:	FL-90-X394-04	Adjustment Amt:	\$0
Project Description:	Double Track Project - Segment 5	Total Eligible Cost:	\$12,500,000
Recipient Type:	Other Governmental Organization	Total FTA Amt:	\$10,000,000
FTA Project Mgr:	Christopher White	Total State Amt:	\$2,500,000
Recipient Contact:	Michael Williams	Total Local Amt:	\$0
New/Amendment:	Amendment	Other Federal Amt:	\$0
Amend Reason:	Increase Award	Special Cond Amt:	\$0
		Special Condition:	None Specified
		S.C. Tgt. Date:	None Specified
		S.C. Eff. Date:	None Specified
Fed Dom Asst. #:	20507		
Sec. of Statute:	5307		

**5. TRANSFER PROVISIONS BY PROGRAM CATEGORY**

The tables below show which federal-aid highway programs have eligible transit activities and those programs that do not, but where funds may be transferred to another program that does have such eligibility. These tables also list federal transit programs that may be used for highway related activities.

**FHWA and FTA Funds That May be Used for Either Highway or Transit Purposes**

<b>Federal Highway Administration Programs</b>			
<b>Primary Purpose</b>	<b>Eligible Transit Activities</b>	<b>Transfer Among Title 23 Programs</b>	<b>Interagency Transfer Considerations</b>
<b>Metropolitan Planning (PL) (23 U.S.C. 104(f))</b>			
To carry out the metropolitan transportation planning	49 U.S.C. 5303 metropolitan transportation planning process	None.	May be transferred to FTA at the request of the state DOT to be combined with 49 U.S.C. 5305(d) metropolitan planning

process under 23 U.S.C. 134.			funds as a consolidated planning grant.
<b>Statewide Planning &amp; Research (SPR) (23 U.S.C. 505)</b>			
Highway and transit planning; statewide transportation planning under 23 U.S.C. 135; metropolitan transportation planning under 23 U.S.C. 134.	49 U.S.C. 5305 statewide transportation planning process; public transportation management systems under 23 U.S.C. 303.	None.	SPR funds for planning may be transferred to FTA at the request of the state DOT to be combined with 49 U.S.C. 5305(e) statewide planning funds as a consolidated planning grant. The 25% of SPR funds that can only be used for RD&T may not be transferred.
<b>National Highway System (NHS) (23 U.S.C. 103)</b>			
Improvements to rural and urban roads that are part of the NHS or that are NHS Intermodal connectors.	Transit improvements within a NHS corridor, subject to statutory conditions set in 23 U.S.C. 103 (b)(6)(C); transportation planning in accordance with 23 U.S.C. 134 & 135; fringe and corridor parking facilities; carpool and vanpool projects; public transportation management systems under 23 U.S.C. 303; publicly owned intracity and intercity bus terminals.	Up to 50% of funds may be transferred to CMAQ, STP, HSIP, RTP, and/or HBRRP.  Up to 100% of NHS funds may be transferred to STP if approved by the USDOT Secretary and if sufficient notice and opportunity for public comment is given.	May be administered by FHWA or may be transferred to FTA for transit projects eligible for NHS funds under 23 U.S.C. 103(b)(6).
<b>Surface Transportation Program (STP) (23 U.S.C. 133)</b>			
Construction, reconstruction, rehabilitation, resurfacing, restoration, and operational improvements for highways and bridges including construction or reconstruction necessary to accommodate other transportation modes.	Capital costs of transit projects that are eligible under Ch. 53 of 49 U.S.C., including vehicles and facilities, publicly or privately owned, that are used to provide intercity bus service; carpool projects and fringe & corridor parking facilities; transit safety infrastructure improvements and programs; transit research, development and technology transfer; surface transportation planning programs; public transportation management systems under 23 U.S.C. 303.	Up to 50% of the STP funds may be transferred to NHPP, CMAQ, HSIP, , RTP, and/or HBRRP, except that funds sub allocated under 23 U.S.C. 133(d)(3) for use in areas of a state may not be transferred to other 23 U.S.C. programs.	May be administered by FHWA or may be transferred to FTA for transit projects eligible for STP funds under 23 U.S.C. 133(b).FHWA policy dictates STP funds used to purchase transit vehicles should be administered by FTA.

<b>Highway Safety Improvement Program (HSIP) (23 U.S.C. 148)</b>			
To achieve a significant reduction in traffic fatalities and serious injuries on public roads.	No direct transit uses.	Up to 50% of HSIP funds apportioned under 23 U.S.C. 104 may be transferred to NHS, CMAQ, STP, IM, RTP, and/or HBRRP; the annual set-aside for 23 U.S.C. 130, Rail-highway crossings, may not be transferred.	Must first be transferred to another 23 U.S.C. program that has transit eligibility before the funds may be transferred to FTA.
<b>Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. 149)</b>			
Projects in non-attainment and maintenance areas that reduce transportation related emissions.	<p>Transit capital projects and operating expenses for new services. Operating assistance is limited to new or expanded transportation services and to 3 years.</p> <p>Funds may only be used in nonattainment and maintenance areas and projects must demonstrate an air quality benefit.</p> <p>States without nonattainment or maintenance areas may use their minimum apportionment of CMAQ for any project in the state eligible under either CMAQ or STP.</p>	<p>An amount not to exceed 50% of the difference between the state's annual apportionment and the amount the state would have received if the CMAQ program was authorized at \$1.35 billion for that year may be transferred to Up to 50% of funds may be transferred to NHS, STP, IM, HSIP, RTP, and/or HBRRP.</p> <p>Funds transferred to other Title 23 programs must still be expended within the state's nonattainment or maintenance areas.</p>	May be administered by FHWA or may be transferred to FTA for transit projects eligible for CMAQ funds under 23 U.S.C. 149(b). FHWA policy dictates CMAQ funds used to purchase transit vehicles should be administered by the FTA.

<b>Federal Lands Highways Program (FLHP) (23 U.S.C. 204)</b>			
Coordinated program of public roads and transit facilities serving federal and Indian lands. Funding is broken into 4 discrete sources: Indian Reservation Roads (IRR); Public Lands Highway – Discretionary & Forest Highways; Parkways & Park Roads; Refuge Roads	<p>May be used for transit facilities within, adjacent, or providing access to public lands, national parks, national forests, refuge roads, and Indian reservations.</p> <p>Refuge roads category funds may not be used for new construction and transit.</p>	None.	May be administered by FHWA or may be transferred to FTA for transit projects eligible for FLH funds under 23 U.S.C. 204(h).

<b>Recreational Trails Program (RTP) (23 U.S.C. 206)</b>			
Develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses.	No direct transit uses.	Up to 50% of funds may be transferred to NHS, CMAQ, STP, HSIP, and/or HBRRP, subject to approval of the state agency administering the RTP.	Cannot be transferred to FTA.

<b>Coordinated Border Infrastructure Program (CBIP) (S-LU Section 1303)</b>			
To improve the safe movement of motor vehicles at or across the border between the United States and Canada and the border between the United States and Mexico.	Improvements to existing transportation and supporting infrastructure that facilitate cross-border vehicle movements (for highway or transit projects).	None.	Cannot be transferred to FTA.

<b>Nonmotorized Transportation Pilot Program (S-LU Sec. 1807)</b>			
To demonstrate the extent to which bicycling and walking can carry a significant part of the transportation load, and represent a major portion of the transportation solution, within 4 identified communities.	Sidewalks, bicycle lanes, and pedestrian and bicycle paths that connect directly to transit stations.	None.	Cannot be transferred to FTA.

<b>Federal Transit Administration Programs</b>			
<b>Primary Purpose</b>	<b>Eligible Highway Categories</b>	<b>Transfer Among Title 49 Programs</b>	<b>Interagency Transfer Considerations</b>
<b>Metropolitan Planning Program (MPP) (49 U.S.C. 5305(d))</b>			
To carry out the metropolitan transportation planning process under 49 U.S.C. 5303.	23 U.S.C. 134 metropolitan transportation planning process	None.	May be transferred to FHWA at the request of the state DOT to be combined with 23 U.S.C. 104(f) metropolitan planning funds as a consolidated planning grant; FHWA matching ratio may be used for MPP funds in a consolidated planning grant (CPG).

<b>Statewide Planning &amp; Research (SPR) (49 U.S.C. 5305(e))</b>			
To carry out the provisions of 49 U.S.C. Sections 5304, 5306, 5315, and 5322.	23 U.S.C. 135 statewide transportation planning process.	None.	SPR funds for state planning may be transferred to FHWA at the request of the state DOT to be combined with 23 U.S.C. 505 statewide planning funds as a consolidated planning grant FHWA matching ratio may be used for SPR funds in a consolidated planning grant (CPG).
<b>Urbanized Area Formula Grants (Section 5307)</b> Transit capital and planning assistance to urbanized areas with populations over 50,000 and operating assistance to areas with populations of 50,000 - 200,000.	In a Transportation Management Area, the MPO may elect to transfer portions of its FTA Section 5307 (Urbanized Area Formula Grants) funds that cannot be used for operating assistance to FHWA for highway projects subject to the requirements of 49 U.S.C. 5307(b)(2).	Funds apportioned to the Governor under Section 5307 may be transferred to the Nonurbanized Formula Program (Section 5311).	FTA funds must be transferred to FHWA if they are to be used for highway purposes. Only funds in designated TMAs (urbanized areas with population 200,000 and greater) that cannot be used for operating assistance may be made available for highway projects.

Beginning in FY 2007, FTA is requiring flexed fund transfers to be in separate and identifiable grants in order to ensure the drawdown of flexed funds can be tracked and that liquidating cash can be secured from the FHWA to avoid deficiencies in the Formula and Bus Grants account. FHWA planning funds transferred to Consolidated Planning Grants (CPG) within FTA will be transferred separately from FHWA “flex fund” transfers and use the methodology established in FY 2006. CPG funds can only be combined with FTA’s FY 2006 or FY 2007 funds.

The following guidance was provided by FTA for transfers beginning in FY 2007:

- Beginning with 2007 highway flex fund transfers: You cannot mix flex funds with 1) earlier flex funds (those transferred in previously years) or 2) FTA funds of any year.
- Flexed funds transferred to the urbanized area program - 2007.45.95.(CX or SX).2 cannot be combined with FTA urbanized area program (Section 5307) funds coded: 2007.25.90.91.2 for any year.
- Flexed funds transferred to the non-urbanized area program - 2007.45.85.(CX or SX).2 cannot be combined with FTA non-urban area program (Section 5311) funds coded 2007.25.18.81.2 for any year.
- Flexed funds transferred to the elderly and persons with disabilities programs – 2007.65.(CX or SX).2 cannot be combined with FTA elderly and persons with disabilities funds coded 2007.25.16.00.2 for any year.
- CMAQ and STP can be in the same grants if transferred to the same program Section 5307 “95,” or Section 5310 “65,” or Section 5311 “85.”
- Flex funds transferred in FY 2006 (2006.25.90.(CX or SX).2 cannot be combined with flex funds transferred in FY 2007 (2007.45.95.CX or SX).2.

- FY 2004 and FY 2005 FTA or flex funding cannot be combined with FTA funds or flex funds of any year after FY 2005.
- All flexed funds transferred in FY 2007 must be in new grants with the new appropriation code 45 and section code 65 for elderly and disabled, 85 for non-urban formula, 95 for urban area formula or 55 for bus and bus related.

Urbanized Area Formula Flex:  
2007.45.95.CX.2 (CMAQ)  
2007.45.95.SX.2 (STP)  
2007.45.95.EX.2 (Other)  
Example project #: AL-95-X001

Non-urbanized Area Formula Flex:  
2007.45.85.CX.2 (CMAQ)  
2007.45.85.SX.2 (STP)  
2007.45.85.EX.2 (Other)  
Example project #: AL-85-X001

Elderly / Disabled Flex:  
2007.45.65.CX.2 (CMAQ)  
2007.45.65.SX.2 (STP)  
2007.45.65.EX.2 (Other)  
Example project #: AL-65-X001

Transfers to bus program:  
2007.45.55.EX.2  
Example project #: AL-55-0001

- FHWA planning funds transferred to FTA as CPG will be coded similar to FY 2006.
- CPG transferred in FY 2007 can be combined with FTA and/or FHWA FY 2006 or later funds.
- CPG funds transferred cannot be combined with funds transferred in FY 2005 or prior years.
- FY 2007 funds will be coded as 2007.25.81.MM.2 for metropolitan planning or 2007.25.81.SS.2 for statewide planning funds.

## **6. POOL FUND TRANSFERS AND TRANSFERS TO OTHER AGENCIES (OTHER THAN FEDERAL TRANSIT ADMINISTRATION)**

The transportation pooled fund (TPF) program has existed for more than 20 years and is a popular means by which the states, commercial entities, and FHWA program offices can combine resources to achieve common research goals. Pooling resources reduces marginal costs, provides efficient use of taxpayer dollars, and provides greater benefits to participating interests compared to individual entities contracting on their own. The program developed through ad hoc processes until 1999 when FHWA led a workshop to “Reengineer the TPF Program.” This led to development of a web site for managing solicitations, for participant pledging, and for TPF progress reporting. With many of the coordinating issues addressed and because of increasing use of the TPF program, awareness of other issues emerged including policy, fiscal, and collaboration tools.

In Florida, the program is generally administered through the department’s research center, in central office. In accordance with the Transportation Pooled Fund accounting procedures established by FHWA, Office of the CFO in November 2007, transfers are no longer accomplished through the



Federal Authorization Management System (FAMS) and transmitted to FHWA's Fiscal Management Information System (FMIS) through a traditional project authorization. The work program estimate should be set up with an allocation type 6 – transfer and the box item reduced accordingly. A transfer form will be completed by the Research Center staff in accordance with the information published on [www.pooledfund.org](http://www.pooledfund.org) for projects that the department has committed to participate in and submitted to the FAMO.

There are two FHWA forms for transferring funds to a lead agency. Form FHWA 1575 is used to transfer funds to a state that is a lead agency. Form FHWA 1576 is used to transfer funds to FHWA as the lead agency. Both forms are available from the [www.pooledfund.org](http://www.pooledfund.org) website.

Once the form is submitted to FAMO, it is checked for accuracy, maximization of the oldest fund, signed and processed for further handling to FHWA. The Florida Division reviews the request and submits it to Headquarters. Once processed, the FMIS team adjusts the account balance and limitation data accordingly. Each morning, FAMO performs reconciliation and will bypass a transaction through FAMS so that the record is processed in work program to be shown as authorized and as a use of funds on the Production Accomplishment Report (PAR).

Federal aid numbers assigned with route identifiers such as NPST (National Park Service Transfer) and USFW (United States Fish and Wildlife) have also been processed on a very limited basis to perform similar transactions in accordance with the Anti-deficiency Act. For information, please contact FAMO. This process requires a special tri-party agreement and District USDOT Secretary signature.

## **F. FEDERAL INDIRECT COSTS**

The department has elected to state fund departmental indirect costs (with the exception of the Emergency Relief (ER) Program). All indirect estimates should be associated to the relevant federal aid project in the Federal Aid Management System (FAMS) to reflect total project cost.

Indirect costs associated with projects qualifying for the ER program should use the same funds as the direct phases of work (ACER, or ER if available).

If more than one Federal Aid Project will be assigned to the same item/segment/phase as additional sites are identified, sequences in the 90-99 range should be used so that the ER indirect will allocate correctly for the costs attributable to the appropriate indirect phase sequence.

## **G. INACTIVE FEDERAL PROJECTS**

Title 23 Code of Federal Regulations (CFR) 630 Subpart A, Project Authorization and Agreements, requires a quarterly review of inactive projects and revision of federal funds to reflect the current cost estimate within 90 days of the review for all projects with no financial activity for 12 months or more.

The review of inactive projects is part of FHWA's financial integrity review and evaluation (FIRE) program. A report of the inactive projects, called the FIRE Report, is posted to the Office of Work Program and Budget's SharePoint site quarterly. The FHWA division office shall work with the state to determine the validity of the amount obligated for each project. The FHWA will issue a notice of intent to de-obligate based on the review. The state shall be given an opportunity to respond before any action is taken to de-obligate projects. The FHWA shall not adjust obligations without a state's consent during the August Obligation Authority redistribution process, August 1<sup>st</sup> to September 30<sup>th</sup>.

The following information regarding the FIRE program for inactive projects can be found on the Office of Work Program and Budget's SharePoint site:

- The FIRE Process for the review of inactive projects (under Documents-Federal Aid Management).
- The FIRE report schedule outlining the activities and due dates (under Documents-Federal Aid Management).
- The FIRE report of inactive projects (under Applications/Reports-Work Program Applications-Federal Project Information).
- The notice of intent to de-obligate letters (under Documents-Federal Aid Management).

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**PART IV - CHAPTER 3: FEDERAL STEWARDSHIP**

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## **PART IV - CHAPTER 3: FEDERAL STEWARDSHIP**

### **A. FEDERAL HIGHWAY ADMINISTRATION OVERSIGHT PROGRAM**

Under Section 106(c) of Title 23, U.S.C., the state may, for certain types of projects, assume the responsibilities of the United States Department of Transportation (USDOT) Secretary under this title for design, plans, specifications, estimates, contract awards, and inspections of projects, under certain conditions. This assumption of responsibilities Florida Department of Transportation (department) assumes is set forth in the Partnership Agreement between Federal Highway Administration (FHWA) and the department which addresses the administration of federal-aid highway projects exempt from FHWA oversight.

The FHWA-FDOT Stewardship and Oversight Agreement provides for a risk-based approach where the department and FHWA agree on how the federal-aid highway program will be administered in Florida. The Stewardship and Oversight Agreement is the documentation of the delegations, under 23 U.S.C., Section 106, from direct federal oversight that are desired and accepted by both FHWA and the department. Notwithstanding the agreement, FHWA retains overall responsibility for all aspects of federal-aid programs and an agreement does not preclude FHWA's access to and review of a federal-aid project at any time and does not replace the provisions of Title 23, U.S.C.

The procedure for project selection is set forth in the Stewardship and Oversight Agreement. Annually, during the period from July through September, FHWA and the department will negotiate which new projects will be selected for "full oversight" by FHWA. FHWA Transportation Engineers will coordinate the project selection with their assigned department district office. The criteria for project selection are set forth in the procedure, "Selection of FHWA Oversight Projects."

FDOT uses the Item Group 'OVST' to identify the FHWA Projects of Division Interest (PoDI) programmed in the Department Financial Systems.

FHWA will continue to be responsible for the oversight of applicable non-Title 23 U.S.C. requirements. All federally funded projects must comply with applicable non-Title 23 requirements such as approvals required under the Clean Air Act; National Environmental Policy Act, Executive Order on Environmental Justice (E.O. 12898), and other related environmental laws and statutes; the Uniform Act; and the Civil Rights Act of 1964 and related statutes.

### **B. FINANCIAL PLANS FOR MAJOR FEDERAL PROJECTS**

The FAST ACT continues to require FHWA oversight and financial reporting on MAJOR PROJECTS that are \$500 million or more. The FHWA also has the discretion to designate a project with a total cost of less than \$500 million as a Major Project. The FHWA may choose to do so in situations where the projects require a substantial portion of the State Transportation Agency (STA)'s program resources; have a high level of public or congressional interest; are unusually complex; have extraordinary implications for the national transportation system; or are likely to exceed \$500 million in total cost.

Project Finance, Office of the Comptroller is responsible for coordinating all of the Department's Major Project Financial Plans, including Initial Financial Plans and Annual Updates. Project managers should contact the Project Finance Office as soon as it is determined that a project will meet (or is near) the \$500 million threshold. In determining the \$500 million threshold, costs for all phases (past and future) of the project are considered.

A major "project" is determined by its NEPA (PD&E) scope. The exception to this is if a procurement covers multiple PD&E scopes. If procuring as one project, all PD&E limits must be included in the major project. A project could comprise several segments, and each segment could be constructed by one or more construction contracts. For the purposes of determining whether the project costs exceed \$500

million, FHWA will look at the total cost estimate for the project limits as set forth in the ROD or final environmental determination.

A Financial Plan is a comprehensive document which reflects the cost and revenue structure of a project and provides a reasonable assurance that there will be sufficient financial resources available to implement and complete the project as planned. Identified funding shortfalls should be highlighted along with proposed resource solutions. The Financial Plan is designed primarily for use by the USDOT to assist the USDOT in oversight responsibilities mandated by federal law.

In essence, a Financial Plan provides a description of how a project will be implemented over time by identifying project costs and the financial resources to be utilized in meeting those costs. The plan should clearly explain the assumptions about both cost and revenue upon which the plan is based. In addition, the annual updates to the plan will enable decision makers to track the financial progress of the project over time by highlighting significant deviations from the Initial Financial Plan and the subsequent annual updates and explaining the mitigating actions taken to adjust for those deviations.

USDOT's Financial Plan Guidance for Major Projects presents an outline for the "Initial Financial Plan" and for the "annual updates" and is available at [https://www.fhwa.dot.gov/majorprojects/financial\\_plans/guidance14.cfm](https://www.fhwa.dot.gov/majorprojects/financial_plans/guidance14.cfm) Recipients of federal financial assistance for projects with a total cost of between \$100 million and up to \$500 million must provide a financial plan upon request.

The Major Project designation as determined by FHWA may extend beyond the adopted work program.

The District will identify all known work items associated with the project and will provide them to the OOC Project Finance Office. The use of Item Group Identifiers are encouraged.

## **C. VALUE ENGINEERING ANALYSIS**

Value Engineering (VE) is a systematic process of project review and analysis conducted during the concept and design phases by a multi-disciplined team not involved in the project. The process is to provide recommendations for:

- Providing the needed functions safely, reliably, and at the lowest overall cost
- Improving the value and quality of the project
- Reducing the time to complete the project

States are no longer required to provide a value engineering analysis or other cost-reduction analysis for Design-Build contract delivery.

See Procedure No.: [625-030-002](#), Value Engineering Program, for more detail.

Section 1503(a)(3) of MAP-21 essentially doubled the thresholds for the total cost of projects requiring a VE analysis. VE analyses are now required for:

- Projects on the National Highway System (NHS) receiving federal assistance with an estimated total cost of \$50,000,000 or more; and
- Bridge projects on the NHS receiving federal assistance with an estimated total cost of \$40,000,000 or more.
- Any other project designated by the USDOT Secretary



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## **PART IV - CHAPTER 4: OTHER FEDERAL PROGRAM CHARACTERISTICS**

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## **PART IV - CHAPTER 4: OTHER FEDERAL PROGRAM CHARACTERISTICS**

### **A. USING FEDERAL FUNDS FOR EARLY STAGES OF A PROJECT (PD&E, PE AND/OR R/W) BUT NOT CONSTRUCTION**

Title 23 U.S.C. Section 145 provides the statutory authority that allows State Transportation Agencies (STA) to select projects for the federal-aid highway program. If a STA uses federal funds for early phases of project development (preliminary engineering, environmental documentation, right of way (R/W), etc.) there is no requirement to use federal funds for construction. If the STA chooses to use state funds for construction, federal requirements such as the use of form "FHWA-1273 Required Contract Provisions Federal-aid Construction Contracts" would not be required.

In light of the proposed Florida Future Corridor Planning and Screening Process (FCPSP) and the Florida Department of Transportation (department) Executive Board's proposal to use state procedures and funds to acquire right of way, the department requested an opinion by Federal Highway Administration (FHWA) as to whether the use of federal-aid funds for National Environmental Policy Act (NEPA) activities triggers the application of the Uniform Act for right of way acquisition purposes. The FHWA Chief Counsel issued a legal opinion dated April 26, 2007 (attached below) which reaffirms FHWA's previous position that the use of federal funds for NEPA activities does trigger the application of the Uniform Act. The legal opinion provides that when federal-aid funds participate in NEPA activities and FHWA issues a NEPA finding, the state is obligated to comply with the Uniform Act and all other federal requirements (environmental mitigation and FHWA 1273 construction provisions such as Davis-Bacon and Buy America, if federal funds are used for construction).

The legal opinion provides that the Uniform Act would *not* apply if the *only* federal expenditures on a project relate to planning level feasibility studies or other expenditures typically associated with planning level decision-making. Based on the FCPSP's Concept, Feasibility, and ETDM/PD&E stages of activity, the legal opinion provides that (based on the *Future Corridors Planning Screening Process Implementation Guidance*) the FCPSP Concept and Feasibility stages would be considered planning level activities. Additionally, the legal opinion provides that a state may withdraw or "defederalize" a project under certain circumstances at early stages of project development provided there is repayment of all federal funds previously received for the project and provided FHWA has not issued a NEPA finding (i.e., a Finding of No Significant Impact or Record of Decision, or the project does not involve significant environmental impacts and is classified as a Categorical Exclusion under 23 CFR 771).

It is important to note that the department inquiry and the FHWA response dealt with the issue of Uniform Act applicability for right of way acquisition subsequent to FHWA NEPA approval. The Uniform Act also applies to all state, local, and privately funded early right of way acquisition (i.e., pre-FHWA NEPA approval) in advance of projects that will utilize federal funds in the NEPA, right of way, preliminary and final design, or construction project phases (see 49 CFR 24.101(b), 24.2(22), and Uniform Act, Sec. 207). Local governments and others should work closely with their department Local Agency Program and Right of Way Offices prior to undertaking early right of way acquisition in advance of federal-aid projects.

If the STA has used federal funds for preliminary engineering or environmental phases of the project development, and now wants to use state funds for construction, this would not free them from compliance with federal environmental requirements, such as NEPA and Section 4(f). However, if the STA was in compliance with federal environmental law and was choosing to use state funds for construction for another reason, that is their right under 23 U.S.C. 145, and, if they do so, compliance with federal requirements for construction projects, such as the form FHWA-1273 requirements would not be required.



## **B. FEDERAL AND STATE FUNDED PROJECTS UNDER A SINGLE CONTRACT**

There are instances where multiple financial projects have been tied (or strung) together under a single contract for bidding purposes. In some instances both federally funded and state funded projects have been tied together.

It is important to understand that, when this takes place, the entire contract becomes federalized, including the 100% state funded financial project which was tied to the federally funded financial project and, as a result, must comply with applicable federal laws, rules and regulations.

Many of the federal requirements described in the Code of Federal Regulations pertain to contract provisions. When referring to a federal-aid project, the regulations intend for the work described in the proposed contract to constitute the “federal-aid project” if any federal funds are financing the contract. This is without regard to how the individual financial projects are set up and funded in the department’s adopted work program.

Generally speaking, FHWA’s construction contracting requirements apply when the division office authorizes traditional federal-aid funding, loan or credit assistance for a specific construction contract. The requirements will apply to a specific contract regardless of the level of federal investment. Federal construction requirements under Title 23 and its implementing regulations apply to the specific activity or contract carried out with federal funds, whether those funds are in the form of a grant or TIFIA credit assistance.

## **C. PROJECTS WITH MINIMAL SHARES OF FEDERAL FUNDS**

FHWA encourages the utilization of the highest permissible percentage of federal-aid funds on projects, but they will approve a lesser federal aid percentage when justified and determined to be in the traveling public’s best interest. The FHWA Florida Division Office relies on the current provision of 23 CFR 630.106(g) which states:

“The state may contribute more than the normal non-federal share of Title 23, U.S.C. projects. In general, financing proposals that result in only minimal amounts of federal funds in projects should be avoided unless they are based on sound project management decisions.”

## **D. DISTRICTWIDE AND GENERAL CONSULTANT CONTRACTS**

This guidance pertains to FHWA’s position relative to the use of area wide, district wide, program wide, general and other similar types of grouped work consultant contracts. These contracts generally involve multiple tasks, multiple projects/locations with similar scopes, or specific task assignments. Generally, federal funds may only be used when the scope of work, method of payment, and a detailed cost estimate including labor costs are clearly defined.

### **1. TASK ASSIGNMENT CONTRACTS**

As required by 23 CFR Section 172, FHWA is required to approve the procedures to hire consultants using federal-aid funds. On December 22, 2006, FHWA issued a letter approving the department’s Quality Assurance Review (QAR) process for Consultant Agreements and has agreed to classify all types of districtwide consultant agreements as exempt from project by project oversight.

- FHWA accepted the increased cost limits for districtwide miscellaneous minor professional services contracts from \$750,000 to \$1.5 million

- Increased the limit per task assignment from \$150,000 to \$300,000
- Increased the contract term from two years to five years

This approval will be retroactive and any existing districtwide consultant contracts (except planning) that were previously oversight may be modified to state administered. The following comment should be used when submitting the authorization request,

“Due to FHWA approval of the districtwide consultant selection and quality assurance review process this project is being changed from oversight to state administered.”

For new contracts:

- The department will provide the FHWA transportation engineer with a copy of the executed contract with scope, staff hours (if available) and method of compensation, upon request for any federally funded contract.
- Individual executed task work orders are no longer required for submittal to or approval from the FHWA Transportation Engineer.
- FHWA will continue to review and approve task work orders for consultant scopes of work for federally funded planning contracts following the process outlined in the Stewardship and Oversight Agreement between FHWA and FDOT.

The Quality Assurance Monitoring Plan provides for the review of every district on a 2-year cycle. FHWA may elect to participate in these reviews, or conduct independent evaluations. An annual summary report of the reviews performed, including findings, positive or negative, will be submitted to the FHWA with recommendations and actions on how to correct any deficiencies noted. Additional details on the QAR process for review of these contracts can be obtained from the Procurement Office responsible for the quality assurance reviews in accordance with the department’s Quality Assurance (QA) and Quality Control (QC) Policy, Topic No.: [001-260-001-a](#).

Procedure No.: [375-040-020](#), “Procurement of Commodities and Contractual Services” includes the following statement:

“The procurement unit may proceed with the contract vendor hiring process up to, but not including, contract execution prior to being provided a copy of the executed FHWA Electronic Signature Document (ESD). If the contract is executed prior to receipt of an approved ESD, services provided prior to approval will not be federally funded and such action will likely cause the contract to become ineligible for federal funding altogether.”

Procedure No.: [375-030-002](#), “Acquisition of Professional Services” has also been updated by the Procurement Office to incorporate the FHWA approved changes.

Professional services provided to the department on a continuing basis with no time limitation except that the contract will provide a termination clause. Continuing contracts for professional services will be restricted in use to services for projects which construction costs do not exceed \$2,000,000 each, or for each study activity when the fee for such professional service does not exceed \$200,000, or for work of a specified nature as outlined in the contract. Continuing contracts using federal-aid funds must be limited in duration to a period not to exceed five years, unless otherwise approved by the appropriate federal agency. Without the approval of the Secretary of Transportation, the period for a continuing contract may not exceed five years and total fee may not exceed \$5,000,000.

## **2. GENERAL CONSULTANTS**

FHWA will not participate in General Consultant contracts.

## **E. REPAYMENT OF FEDERAL FUNDS FOR PRELIMINARY ENGINEERING AND/OR RIGHT OF WAY IF CONSTRUCTION IS NOT TO BE COMPLETED**

Title 23, Chapter 1, Section 630.112(c), Code of Federal Regulations, states:

- Project for acquisition of rights-of-way. In the event that actual construction of a road on this Right of Way is not undertaken by the close of the twentieth federal fiscal year following the federal fiscal year in which the project is authorized, the state transportation department will repay to the FHWA the sum or sums of federal funds paid to the transportation department under the terms of the agreement. The state may request a time extension beyond the 20-year limit with no repayment of federal funds, and the FHWA may approve this request if it is considered reasonable.
- Preliminary engineering project. In the event that Right of Way acquisition for, or actual construction of, the road for which this preliminary engineering is undertaken is not started by the close of the tenth federal fiscal year following the federal fiscal year in which the project is authorized, the state transportation department will repay to the FHWA the sum or sums of federal funds paid to the transportation department under the terms of the agreement. The state may request a time extension for any preliminary engineering project beyond the 10-year limit with no repayment of federal funds, and the FHWA may approve this request if it is considered reasonable.

FHWA's April, 26, 2011, directive entitled, "Repayment of Preliminary Engineering Cost" clarifies:

The FHWA has a longstanding practice of not mandating repayment of PE funds when project termination is directly related to compliance with another federal law. For instance, repayment of reimbursed PE costs would not be required if the FHWA and a state determine that a project should not be advanced as a result of findings during the National Environmental Policy Act (NEPA) process. To do otherwise could skew the NEPA process by causing a state to favor a "build" alternative to avoid repaying PE costs incurred during the NEPA review.

Examples of factors for the division office to consider for granting time extensions include:

- Litigation resulting in delays to project development.
- Complex project consultations involving federal, state, local agencies, or sovereign nations.
- Where the public involvement process has altered the state's plan for satisfying the project's purpose and need.

## **F. NON-TRADITIONAL FEDERAL AWARDS**

These are federal funds that are being passed through the Department to a subrecipient using a Grant Disbursement Agreement. When federal funds are awarded to FDOT, for activities which primarily benefit the subrecipient and do not directly benefit the Department, in accordance with 2 CFR 200.

Non-Traditional Federal Awards are **not** Local Agency Program (LAP) projects using a LAP Agreement nor are they projects using Joint Participation Agreements (considered vendor agreements), such as:

- Utility, rail/hwy, lighting and signal maintenance;
- State Highway Planning and Research (HP, HR funds), including University Transportation Centers;
- STIC Incentive Program, SHRP, SHRP2 programs; of
- DBE support services.

1) FDOT must make a determination prior to programming the project that the agreement will either be a subaward or a procurement contract as required by 2 CFR 200.330(c). If a federal award is determined to be a subaward to a subrecipient, FDOT should evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and use an appropriate contracting method to ensure the required terms and conditions of the subaward are incorporated into the agreement. For purposes of determining the appropriate subrecipient monitoring requirement(s) applicable, FDOT should assess the risk the subrecipient will comply with program requirements and achieve performance goals. The consideration of which monitoring requirements may be applicable, include evaluation of such factors as identified in 2 CFR 200.331:

- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits including whether or not the subrecipient receives a Single Audit and the extent to which the same or similar subaward has been audited as a major program;
- Whether the subrecipient has new personnel or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

## 2) Programming Guidelines

- **Transportation System:** Use system 13 - Non-System Specific unless a more specific location is relevant to the subaward.
- **Work Mix:** Use appropriate work mix (see Appendix D for work mix codes).
- **Contract Class:** Use 2 – Externally Managed (Not LAP).
- **Managing District:** Indicate the FDOT District in which the subrecipient will be monitored from.
- **County:** Use the largest county (based on population) if more than 1 subrecipient county.
- **Description:** Should accurately describe the scope of work as identified in the award letter, memo or grant documentation.
- **Phase:** Use the appropriate Phase Group relevant to the work being done and Phase Type of 4 – Grant
- **Fund Code:** Use the appropriate Work Program fund code where the subaward is allocated by Office of Work Program and Budget for this specific purpose.
- **Federal Appropriation Category:** Use the appropriate FAC crosswalked to the Work Program fund code in consultation with the Federal Aid Management Office.

**Work Program Instructions**  
**Tentative Work Program – FY 19/20 – 23/24**

**September 12, 2018**

Example: To program \$1,000,000 of a non-traditional federal award for administration of a subrecipient grant to the City of Orlando, use transportation system 13, work mix 0041, managing district 5, Orange County, description: phase A4, program no. 00, fund code TSM or otherwise identified by Office of Work Program and Budget.

<u>PHASE</u>	<u>SEQUENCE</u>	<u>PROGRAM NO.</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>ALLOC TYPE</u>	<u>FISCAL YEAR</u>
A4	01	00	SU	\$1,000,000	1	202X



## **PART IV - CHAPTER 5: STATEWIDE AND LOCAL TRANSPORTATION IMPROVEMENT PROGRAMS (STIP AND TIP)**

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## **PART IV - CHAPTER 5: STATEWIDE AND LOCAL TRANSPORTATION IMPROVEMENT PROGRAMS (STIP AND TIP)**

### **A. REQUIREMENTS TO OBTAIN APPROVED FEDERAL AUTHORIZATION**

Before a federal authorization can be obtained, the project must be properly listed in the federally mandated four-year state transportation improvement program (STIP) and, if the project is located within a metropolitan planning organization's (MPO's) boundaries, it must also be listed in the first four years of the MPO's five-year transportation improvement program (TIP).

Generally, a properly filed Federal Authorization Request (FAR) will be approved by Federal Highway Administration (FHWA) within two weeks of submission to FHWA by the Federal Aid Management Office (FAMO). However, if the project is not properly listed in the STIP/TIP, then a TIP amendment requiring MPO board action may be required to obtain the federal authorization, which may delay commencement of work by weeks, if not months.

A STIP amendment generally needs to accompany the TIP amendment. STIP amendments are processed monthly. Both the federal STIP and MPO TIPs follow the same guidelines for amendments to the plans, as outlined in later sections of these instructions.

Prior to submitting a FAR to the district federal aid coordinator, district staff (e.g. in the Offices of Planning, Work Program, Estimates, Right of Way) should verify that the project is properly listed in the STIP/TIP. This verification should take place at least two months in advance of the district's submission of the project authorization request to the district federal aid coordinator to ensure adequate time to process a STIP/TIP amendment if required. For advanced warning on projects that may need TIP/STIP amendments the following reporting tool has been developed:

<https://owpb.fdot.gov/federalaid/stip.aspx>

If a project falls within the STIP/TIP amendment criteria, district planning staff will notify the MPO of the need to process a TIP amendment and will notify the Office of Policy Planning (OPP) of the need to process a STIP amendment. The OPP will review all TIP amendments for accuracy and for compliance with all applicable criteria prior to submitting them to the FAMO for electronic transmission to FHWA along with the accompanying STIP amendment.

### **B. STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)**

The STIP is a federally mandated document which, as a component of this plan, must include a listing of projects planned with federal participation in the next four federal fiscal years. Although the STIP is approved annually by FHWA at the beginning of each federal fiscal year (October 1<sup>st</sup>), FHWA allows the Florida Department of Transportation (department) to report these four years on a state federal fiscal year basis (July 1<sup>st</sup> thru June 30<sup>th</sup>). This is because the report is based upon the federally funded projects listed in the first four years of department's adopted five-year work program.

Therefore, in order for a project to be listed in the approved STIP, it must first be included in the first four years of the adopted five-year work program. The project must either be programmed into the



tentative work program during the annual tentative work program development cycle, or it must be amended into the work program after it has been adopted on July 1<sup>st</sup> of each state fiscal year.

**1. REGIONALLY SIGNIFICANT PROJECTS (NOT FEDERALLY FUNDED):**

Federal law requires all regionally significant transportation projects for which an FHWA or FTA approval is required be included in the TIP/STIP, whether or not the projects are to be funded with Title 23, U.S.C., or Federal Transit Act funds (e.g., addition of an interchange to the interstate system with state, local, and/or private funds, demonstration projects not funded under Title 23, U.S.C., or the Federal Transit Act, etc.). FHWA or FTA approval in this context is not limited to obtaining federal approval to participate in the cost of the project, but extends to FHWA or FTA approval of environmental and/or permitting documents as well.

The STIP should, for information purposes, include all regionally significant transportation projects proposed to be funded with federal funds other than those administered by the FHWA or the FTA. It should also include, for information purposes, if appropriate and cited in any TIPs, all regionally significant projects, to be funded with non-federal funds (23 C.F.R. 450.216(h)).

**2. REGIONALLY SIGNIFICANT PROJECT DEFINITION (23 CFR 450.104 AND 40 CFR 93.101):**

A transportation project (other than an air quality exempt project, and projects that may be grouped in the TIP/STIP pursuant to 23 C.F.R. 450.216 and 23 C.F.R. 450.324) that is on a facility which serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.

Additions in any of the four years of the TIP/STIP of regionally significant projects (for which an FHWA or FTA approval is required) will require a TIP/STIP amendment.

**3. FULL PROJECT COST IN STIP**

The total cost of a typical transportation project will include costs for discrete "phases" of work, generally accomplished in a chronological sequence, as follows:

1. Project Development and Environmental (PD&E)
2. Preliminary Engineering (Design plans and specifications)
3. Right of Way Acquisition
4. Construction

The time span necessary to accomplish all phases of a project from PD&E to Construction can be many years and generally cannot be displayed in the four years of the STIP. Some phases may have

already been completed prior to the four year STIP “window” and some phases may extend well beyond the four years of the STIP.

According to federal planning regulations, projects in metropolitan planning areas must show full project costs in the MPO Long Range Metropolitan Transportation Plan. Projects in non-MPO areas do not need to be specifically identified or have their costs shown in the Statewide Long Range Transportation Plan, but the projects do need to be consistent with the objectives of that plan.

It is FHWA’s preference for full project costs to also be shown in the STIP and MPO TIPs. However, FHWA’s guidance document issued 2-9-2011 states that “for projects scheduled to start within the existing STIP/TIP years, if the majority of the work will be conducted in years beyond the STIP/TIP [four year] time frame, only the project costs within the next four years must be in the STIP/TIP.”

It is FDOT’s intention to accommodate FHWA’s preference for full project costs to be shown in the STIP, to the extent that the information is available in FDOT’s Work Program database. Project phases commenced by FDOT in years prior to the four years of the STIP will automatically be included in the STIP.

FDOT lists in the Work Program database five years of project phases for projects not on the Florida Strategic Intermodal System, and ten years of project phases for projects on the Strategic Intermodal System, so all of these phases will be listed in the annual STIP document.

Public Private Partnership (P3) projects in the Work Program database which have project phases in the four years of the STIP and also have deferred payments to the contractor beyond the four year time frame will show all future year payments in the STIP. P3 projects which have project phases in the four years of the STIP and which will be procured via concessionaire agreements to operate and maintain the facilities for long periods (30-40 years) will also show all planned future payments in the STIP.

## **C. MPO’S TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

Each MPO in the state is required by Florida Statutes to have a TIP which, as a component of this plan, must include a listing of projects planned for the next five federal fiscal years. MPOs are also required to have a similar TIP for federally funded projects for the next four years. Therefore, each MPO annually publishes a single five-year document to satisfy both state and federal requirements.

## **D. PROJECTS ADMINISTERED BY FEDERAL TRANSIT ADMINISTRATION (FTA)**

Federal law requires virtually identical treatment of highway and bridge projects administered by FHWA and transit projects administered by FTA relative to TIP/STIP requirements. Both federal agencies require projects to be included in the currently approved STIP and applicable TIP before highway and bridge projects are authorized with FHWA or before transit grants are approved by FTA.

MAP-21 FTA Section 5339 replaces Section 5309 (Bus and Bus Facilities, and New Starts). Funds are eligible to be transferred by the State to supplement urban and rural formula grant programs (5307 and 5311, respectively). Projects must be listed in the current approved STIP in order to be funded. To

ensure all transit projects funded with FTA funds are included in the State Transportation Improvement Plan (STIP), projects in the Metropolitan Planning Organization Transportation Improvement Plan (MPO/TIP) will be programmed in the department's five-year work program whether or not a state matching share is involved. Projects listed in the department's five-year work program with a status of less than 070 (contract executed), must roll forward and appear in the new STIP submitted to FTA before they will process the grants.

In July of each year, the work program staff will provide the district transit staff a list of all FTA nonbudgeted projects for that year. The transit staff will be responsible for contacting the transit agencies throughout the year to confirm when the grants have been received. The transit staff will then inform the district work program staff and the status of the project can be adjusted to 070 (Contract Executed). With this status change, the project will not roll forward. As many of these projects have multiple years programmed on each project, the status will be in place for the entire item. If multiple years exist, the status should be set to 010 after July 1st each new year and not be re-set to status 070 until the grant for that fiscal year has been received. At such time that a particular grant should have rolled forward and the status was 070 or greater, the work program staff will have to manually roll the project forward.

When federal FTA discretionary funds are awarded that are non-budgeted (do not require a state match), these funds must still be programmed in the department's five year work program to align with the MPO's TIP and provide a STIP reference when the local agency eventually files a grant application with FTA. These discretionary projects should be programmed using program 16, even though they may not be a capital project. The FTA fund code must be used and may include LF (local funds) if the discretionary grant requires a local match.

## **E. AMENDING THE STIP AND TIP**

### **1. HOW TO DETERMINE IF A TIP/STIP AMENDMENT IS REQUIRED**

Not all changes to the TIP/STIP require state review and federal approval of the changes. Changes requiring formal state review and federal approval are referred to as "TIP/STIP amendments", and are based upon criteria established under federal law. All TIP/STIP amendment requests should be reviewed by a single point of contact within the district to ensure that the information is accurate and complete before submittal to the MPO Liaison in the OPP by the 10th of each month. The TIP/STIP amendment requests will be reviewed by the OPP to ensure they are complete, prior to submittal to the FAMO by the 15<sup>th</sup> of each month. The FAMO will review the TIP/STIP for financial constraint and submit to FHWA and/or FTA for their review and approval.

TIP/STIP will require formal amendments based on the following criteria:

- The change adds new individual projects to the current TIP/STIP.
- The change affects air quality conformity.
- The change adversely impacts financial constraint, including cost estimate increases.

- The change results in major scope changes; and/or.
- The change removes or deletes an individually listed project from the TIP/STIP.

Administrative Modifications – Project changes which do not meet the criteria for a formal TIP/STIP Amendment

Caution: Please note that, although advancements from year two, three, or four of the TIP/STIP into year one do not require a formal TIP/STIP amendment, a work program Amendment will be required for such advancements (assuming the dollar thresholds are exceeded) along with all required notifications (including to MPOs). Similarly, deferrals from year one to year two, three, or four of the TIP/STIP do not require a formal TIP/STIP amendment, but a work program Amendment will be required (if dollar thresholds are exceeded) along with required notifications (including to MPO).

## **2. APPLICATION OF MINIMUM FEDERAL CRITERIA**

### **a. Adding New Individual Projects to the Current TIP/STIP:**

- The TIP/STIP covers a period of four years. Any federally funded project listed in any of the years of the TIP/STIP may be advanced or deferred within those years without requiring a TIP/STIP amendment.
- Any new project added to any of the years of the TIP/STIP will require a TIP/STIP amendment, if any federal funding is involved.
- If a project is listed in the first four years of the work program with state funds only, and the funding is subsequently changed to add federal funds, then this fund change will not require a TIP/STIP amendment.

### **b. Changes Affecting Air Quality Conformity:**

If the MPO is in a designated maintenance area of the state, a determination must be made as to the effect of the change on air quality conformity. Any additions or deletions of projects, and any major scope changes to projects already in the TIP/STIP must consider the effect on air quality conformity.

If the project is exempt from air quality conformity as defined by 40 C.F.R. 93.126, the TIP/STIP amendment transmittal letter must state that it is exempt.

If the project is not exempt, a new conformity determination must be made by the MPO before the TIP/STIP amendment can be approved. The TIP/STIP amendment transmittal letter must state that conformity has been re-determined.

A project is seen as affecting air quality conformity when it includes additions and modifications to the transportation network that the transportation plan reports will be operational in specific horizon years (40 C.F.R. 93.106).

If a project affecting air quality is advanced or deferred such that the change crosses a designated horizon year, air quality must be re-determined.

If a project affecting a milestone (an emissions level and the date on which it is required to be achieved) is added or deleted, air quality conformity must be re-determined.

For further information regarding air quality conformity determinations, please contact the OPP.

**c. Adverse Impacts to Financial Constraint, Including Cost Estimate Increases:**

Federal law requires that the TIP/STIP must be financially constrained to the amount of funds that have been projected to be available, by year, over the four year period of the approved TIP/STIP. This means that the cost of new projects and cost increases on existing projects must be offset by decreases in other areas of the TIP/STIP to maintain the financial constraints upon which the TIP/STIP was originally developed, unless new sources of funds are identified.

If new projects are added to the TIP/STIP, the TIP/STIP amendment transmittal letter must identify the source of funds for the new project. Examples include, but are not limited to, one or more of the following:

- The funds are coming from a contingency box item already included in the appropriate year of the work program. The TIP/STIP amendment should show the reduction in the contingency box item as well as the cost of the new project addition.
- The funds are coming from the deletion or deferral of another individual project in the appropriate year of the TIP/STIP. The TIP/STIP amendment should identify the specific project being deleted or deferred as well as the new project addition.
- The funds are coming from reduction(s) of cost estimate(s) to other project(s) already included in the appropriate year of the TIP/STIP. The TIP/STIP amendment should identify the specific project(s) where estimated costs are being reduced.
- The funds are coming from new appropriations or allocations of federal funds that were not available, or reasonably expected to be available, when the TIP/STIP was originally developed. The TIP/STIP amendment should identify the source and amount of the new funds.

If the estimated cost increases on an existing project already included in the TIP/STIP, then a TIP/STIP amendment is not required to make this cost adjustment, as long as all of the following statements are true:

- The funds financing this cost increase did not come from the deletion of another project already included in the TIP/STIP (or deferral of another project beyond the four years of the TIP/STIP).
- The TIP/STIP remains financially constrained after the cost adjustment.

- The cost increase did not arise as a result of a major scope change to the project, as defined below.
- The cost increase does not represent more than 20% of the total project cost of all the phases on the federal authorization and \$2 million.

If the cost increase represents more than 20% of the total cost of all the phases on the FAR, and such cost increase is more than \$2 million, then a TIP/STIP amendment will be required.

The following table provides examples of how these criteria are applied:

Cost Estimate in STIP	Latest Estimate in Work Program	Increase in Cost	Percentage Increase	Increase Exceed 20%?	Increase Exceed \$2 million?	STIP Amendment Required?
\$ 1,000,000	\$ 1,250,000	\$ 250,000	25.0%	Yes	No	No
\$ 1,000,000	\$ 3,200,000	\$2,200,000	220.0%	Yes	Yes	Yes
\$ 5,000,000	\$ 6,500,000	\$1,500,000	30.0%	Yes	No	No
\$ 5,000,000	\$ 7,500,000	\$2,500,000	50.0%	Yes	Yes	Yes
\$10,000,000	\$ 12,000,000	\$2,000,000	20.0%	No	No	No
\$10,000,000	\$ 15,000,000	\$5,000,000	50.0%	Yes	Yes	Yes
\$15,000,000	\$ 17,500,000	\$2,500,000	16.7%	No	Yes	No
\$15,000,000	\$ 18,500,000	\$3,500,000	23.3%	Yes	Yes	Yes

**d. Major Scope Changes**

A TIP/STIP amendment is required if there are major changes to the scope of a project. In this context a major scope change is defined to be one that changes or significantly expands the basic attributes or nature of a project (design concept). Examples include, but are not limited to, the following:

- Any change that would materially affect air quality conformity determinations.
- Any material changes to project limits such as the length changing by more than 20% and 1/2 mile as determined by the Milepoint limits.
- Any material changes to capacity (e.g. adding additional lanes).

- Any material changes to type of work (e.g. adding bridge repairs to resurfacing job, or changing modes from highway to transit).
- Any scope change that is significant enough to affect the priority order of projects in the TIP/STIP, or to affect consistency with the MPO’s Long Range Transportation Plan (LRTP).

**e. Deleting an Individually Listed Project From the TIP/STIP:**

The deletion of any individually listed project in the four years of the TIP/STIP requires a TIP/STIP amendment, including a statement of its effect on air quality conformity, if applicable.

**3. CONTENTS OF TIP/STIP AMENDMENT PACKAGE**

TIP Amendment packages must include specific documents and provide specific information regarding project(s) changes to be considered complete. The accompanying STIP amendment (prepared by the FAMO) will draw upon the contents of individual TIP amendments as the basis for its preparation.

TIP Amendments must contain the following information for new projects:

- Project name, limits, a detailed project description and type of work
  - Financial Project Number (FPN)
  - Federal Aid Project Number, if assigned
  - Department work program fund code
  - Project cost estimates by fund type
  - Phase
  - State fiscal year in which work is to commence
  - Reason for the proposed change
  - Effect of the change to financial constraints
  - Effect of the change on air quality conformity, if applicable
  - Consistency of the change with the goals of the MPO’s LRTP
  - FHWA Documentation requirements of MPO Board approval of the TIP amendment (or staff approval if approval authority has been delegated to MPO staff, and documentation of the delegation of approval authority)
1. Appropriate Agenda & TIP Page(s)
    - For All Projects within MPO Boundaries, attach the amended TIP page reflecting the amended project as incorporated into the TIP. If the amended TIP page is not yet available,

- attach documentation of the TIP amendment considered by the MPO Board. Example documentation must include the MPO agenda item that specifically addresses the project. If the required project information is not included in the agenda item, other documentation can be provided with the agenda for the needed details, such as the Agency letter requesting the TIP Amendment or an MPO adopted resolution. Signed document (by MPO Chair or designee) attesting that the TIP amendment was developed and approved in compliance with applicable laws and procedures
- Board approval is attested to with the MPO’s signature on the electronic STIP form.
  - **\*PLEASE NOTE\*** The STIP Amendment form itself does NOT suffice as the required TIP Page.
  - For All Projects outside of MPO Boundaries, this section does not apply.
2. Appropriate LRTP Pages
- For **Capacity Projects inside MPO Boundaries**, attach the Cost Feasible Plan page(s) from the current LRTP that specify the line items of the project.
  - For **Non-Capacity Projects inside MPO Boundaries**, attach the current LRTP page(s) containing the project’s line item(s) from the Cost Feasible Plan, if available. If the MPO does not list Non-Capacity Projects individually in the Cost Feasible Plan, attach the current LRTP page(s) indicating any goals and/or objectives that correlate with the project.
  - For **All Projects outside of MPO Boundaries**, attest via signature in STIP amendment that the amendment is consistent with the Florida Transportation Plan.
  - For all TIP amendments involving FTA funding, include the FTA Funding Section Number and Description, i.e., Section 5307 Large Urban Cities Transit Improvements. Including this information on the Item Segment Definition (WP01) screen as an “xdesc” field will ensure that the reference is automatically incorporated. See the Freight, Logistics and Passenger Operations (FLP) chapter, Transit section of these instructions for specific programming guidelines

For existing projects, include the same information as above (Section 3. CONTENTS OF TIP/STIP AMENDMENT PACKAGE), and:

- As listed in the current TIP (include TIP page number)
- As proposed to be amended (include new TIP page number)
- The page number in the existing STIP where it may be found

To assist MPO, district/Turnpike Enterprise staff in the preparation of TIP Amendment packages, a TIP amendment form has been developed and is available in electronic form from the OPP. This form is designed to function as a checklist to ensure all applicable criteria are met, and the amendment package is accurate and complete when submitted to the OPP for review.



District/Turnpike Enterprise staff will be notified via email when TIP/STIP amendment(s) are approved by FHWA, and approved amendment packages will be posted to the FAMO's Internet site. More information regarding TIP/STIP Amendment documentation can be found on the following OWPB Sharepoint site: [STIP Amendment Supporting Documentation Requirements](#)

#### **4. ROUTING OF STIP AMENDMENT REQUESTS**

##### **a. STIP Amendment requests within MPO boundaries**

STIP Amendment requests within MPO boundaries are generally accompanied by corresponding TIP amendments already prepared by the various MPOs. These STIP amendment requests must be routed to the OPP for review for completeness and consistency with the TIP amendments, and for air quality conformity determinations, if applicable. After completing their review, OPP forwards these requests to the FAMO. The FAMO then consolidates all requests on hand into a single STIP Amendment for submission to FHWA.

##### **b. STIP Amendment Requests Outside of MPO Boundaries**

STIP Amendment requests from areas outside of MPO boundaries will not have accompanying TIP amendments, and there are no air quality conformity areas outside MPO boundaries in Florida at the present time. Therefore, these requests DO NOT need to be sent to OPP for their review.

STIP Amendment requests outside of MPO areas may be sent directly to the FAMO for incorporation into the next consolidated STIP Amendment.

#### **5. SCHEDULE FOR PROCESSING TIP/STIP AMENDMENTS**

FHWA has requested we limit the processing of STIP amendments to once per month. Further, FHWA has indicated that in the month of September each year their staff is very involved in the review of the new MPO TIPs and the state STIP and will not accept STIP Amendments to the current STIP during the month of September.

STIP Amendments will be processed according to the following schedule:

##### **a. TIP/STIP Amendment Requests Within MPO Boundaries**

TIP/STIP amendment requests received by the OPP for review by the 10<sup>th</sup> of each month will be included in the STIP amendment for that month, provided the requests are complete and require no clarifications or other district/Turnpike Enterprise, or MPO input.

##### **b. STIP Amendment Requests Outside of MPO Boundaries**

STIP amendment requests from areas outside of MPO boundaries received by the FAMO by the 15<sup>th</sup> of each month will be included in the STIP amendment for that month, provided the requests are complete and require no clarifications or other district/Turnpike Enterprise input.

This should enable FHWA to routinely approve the amendment by the end of the month, or thereabouts.

This schedule will apply to all months except September. No STIP amendments will be processed during the month of September, so plan accordingly.

It is important to note that submitting an incomplete STIP amendment request may result in the request not being included in the consolidated STIP amendment for that month, if needed information cannot be obtained prior to the due dates for that month as outlined above.

## **F. ROLL FORWARD PROJECTS IN NEW TIP**

Every March, the Office of Work Program and Budget (OWPB) provides the districts the tentative work program that is to be adopted on July 1<sup>st</sup>. The MPO's TIP incorporates the tentative work program and is also adopted on July 1<sup>st</sup>. Year 1 of the TIP and the work program should always match. However when the new TIP and work program become adopted on July 1<sup>st</sup>, there are often projects which were intended to be authorized prior to June 30<sup>th</sup> (i.e. when the previous TIP and work program were in effect), but did not. These projects will automatically roll forward in the work program (and also in the STIP) but not in the TIP. Hence there is a need to reconcile the two documents and bring the TIP up to date. This is accomplished by what is known as a Roll Forward TIP amendment. Around mid to late July, the OWPB posts the Roll Forward Report online. This report lists, by district, those projects which did not get authorized by the end of the last federal fiscal year and have been rolled forward in the newly adopted work program. The districts provide this list to the MPO, and the MPO uses this list to process a Roll Forward TIP Amendment.

An MPO can do a Roll Forward TIP amendment as soon as the Roll Forward Report is published. However, FHWA will not recognize the approval of the Roll Forward TIP Amendment until after October 1<sup>st</sup>, the effective date of the new MPO TIP. Please note that there is no need for the MPOs to request a Roll Forward STIP Amendment because these Roll Forward projects are already included in the new STIP, to be effective October 1<sup>st</sup>.

## **G. ADMINISTRATIVE TIP AMENDMENTS FOR AMENDING OLD TIP AFTER NEW TIP IS ADOPTED ON JULY 1ST**

MPOs statewide will adopt their new TIPs to be effective July 1<sup>st</sup>. However, they will not be recognized as effective for federal purposes until October 1<sup>st</sup> since the federal fiscal year doesn't start until October 1<sup>st</sup>.

This difference in state versus federal fiscal year presents the MPOs with the situation of having some projects in the new current year of the new TIP that may not appear in the old TIP because they were added during the last tentative work program development cycle.

FHWA has, in the past, required Board action to amend these same projects into the old TIP during the months of July, August and September before we can get a federal authorization approved for these

projects. Yet MPO board action to adopt the new TIPs on July 1<sup>st</sup> each year clearly demonstrates the intent of the MPO to include these projects in their TIPs for that time period.

FHWA recognizes the confusion caused by having to bring to the MPO Board these requests to amend projects into the old TIP, after July 1<sup>st</sup> each year, when these same projects are already included in the new TIP already approved by the Board and adopted on July 1<sup>st</sup>.

Therefore, FHWA has agreed to allow the MPO Executive Directors to process "administrative" TIP amendments for these types of projects when adding them to the old TIPs during this three month period, rather than having to take full board action to add projects already included in the new adopted TIPs. FHWA will allow this ONLY under the following conditions:

- The administrative amendments take place between July 1<sup>st</sup> and September 30<sup>th</sup> of each year.
- The projects included in the administrative amendment are the identical projects already approved and included in the first year of the new TIP adopted on July 1<sup>st</sup>. There must be no change in the project description, funding or scope of work. They must appear in the administrative amendment exactly as they appear in the new TIP.

All other requirements for processing TIP amendments must be adhered to, including a letter from the MPO Executive Director approving the amendment, with the detailed project information included.



## **PART IV - CHAPTER 6: AUTHORIZING FEDERAL PROJECTS WITH FEDERAL HIGHWAY ADMINISTRATION**

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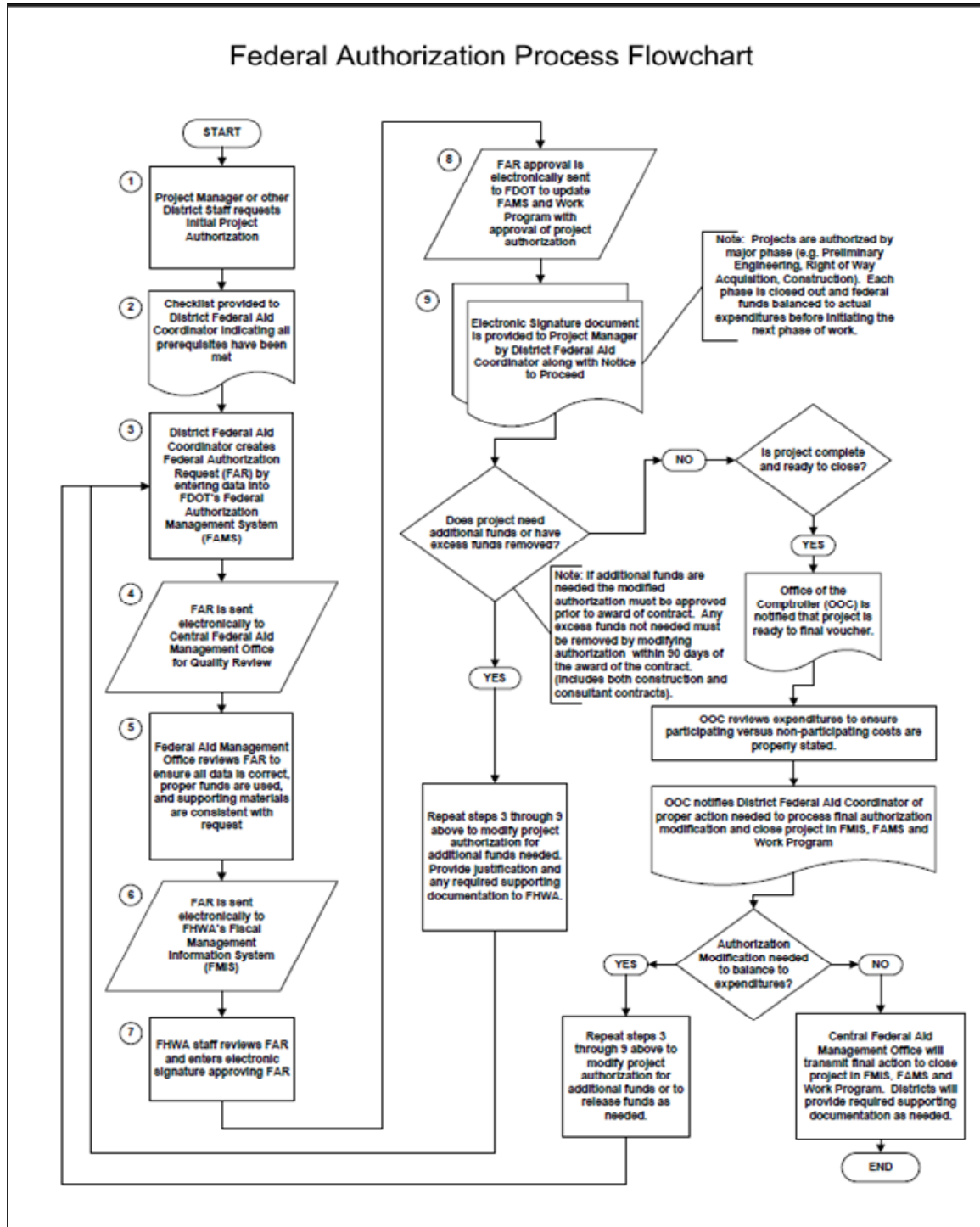
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## PART IV - CHAPTER 6: AUTHORIZING FEDERAL PROJECTS WITH FEDERAL HIGHWAY ADMINISTRATION

### A. FLOWCHART ON FEDERAL AUTHORIZATION PROCESS



## **B. DEPARTMENT PROCEDURE NO. 350-050-005 FEDERAL PROJECT AUTHORIZATIONS**

This Florida Department of Transportation (department) procedure provides an overview of the process for obtaining an approved authorization from Federal Highway Administration (FHWA) to provide funding to begin a specific transportation project.

It also provides an overview of the process for modifying initial project authorizations for contract awards, supplemental agreements, non-participating costs, and other adjustments as required throughout the life of the project, and for closing the project in FHWA's (and the department's) fiscal records upon completion.

It is a brief procedure designed for individuals interested in the basic steps involved in obtaining federal participation in the cost of transportation projects administered by FHWA. It does not address detailed instructions for each of these basic steps. Detailed instructions are found in later sections within this chapter and the procedure is available from: [350-050-005](#).

## **C. DEFINING THE FEDERAL PROJECT**

### **1. RELATIONSHIP OF FINANCIAL PROJECTS TO FEDERAL PROJECTS**

Each phase group generally represents a separate federal project phase. A typical road or bridge job will consist of two or three separate federal project phases, each having a separate Federal Aid Project Number (FAP No.):

- Preliminary Engineering
- Right of Way (if needed)
- Construction

With few exceptions, each phase of work must be closed in the fiscal systems (FAMS and FMIS) before the next phase of work can begin.

Other types of phases are treated differently in terms of phasing and closing procedures. These are discussed in other sections of this chapter.

Each federal project will consist of one or more financial projects and/or financial project phases. Generally, a federal project will consist of only one set of related phases, such as PE, R/W or Construction. These are known as "phase groups" in the department's work program (1<sup>st</sup> digit of phase). The work program phase types (2<sup>nd</sup> digit of phase) are more specific subsets of the phase groups. See Appendix D of these instructions for details.

Examples follow:

- A single federal project may consist of (be associated to) multiple types of construction (5x,6x) phases from a single financial project in a single year, such as:
  - Phase 52, construction contractor



- Phase 56, construction utilities
- Phase 61, construction engineering support, in-house
- Phase 62, construction engineering support, consultant
- A single federal project may consist of a single type of design consultant phase for multiple financial projects in a single year, such as:
  - Phase 32, PE consultant, for financial project No. 123456 32 01
  - Phase 32, PE consultant, for financial project No. 234567 32 01
  - Phase 32, PE consultant, for financial project No. 345678 32 01
- A single federal project may consist of multiple right of way phases of a single financial project programmed over several years, such as
  - Phase 42, R/W consultant Yr1
  - Phase 42, R/W consultant in Yr2
  - Phase 43, R/W purchase in Yr1
  - Phase 43, R/W purchase in Yr2

## **2. ASSIGNING THE FEDERAL AID PROJECT NUMBER**

The district federal aid coordinator initiates the request for Federal Aid Project (FAP) number.. The request should include:

- A statement requesting an FAP No.
- Financial Project number(s) (FPN) including the phase(s) and sequence(s) to be associated.
- FAP No.'s are primarily assigned by District and Federal fiscal year of FAP as the Federal Route (first four alph/numeric). Each new FAP number assignment would be made upon request and the Improvement would be incremented up to 999 for the next three digits. For example, D119-001, would be assigned to the first District 1 FAP number assignment in FFY 2019 as the requested financial project(s) phase(s) in the work program prior to requesting the initial federal authorization.
- Additional related phases may be added later during the life of the project by modifying the federal authorization, if appropriate to do so.
- District Federal Aid Coordinators and statewide Program Coordinators in the Central Office are responsible for requesting the Federal Aid Management Office to assign federal aid number(s) to financial project(s) in the work program. The list of District Federal Aid Coordinators may be found at: <https://www.fdot.gov/workprogram/federal/>

- Federal aid project numbers should not be assigned any earlier than one year in advance of the year in which the project is to be authorized. This is to prevent the assignment of an FAP No. to projects that may have their funding changed from federal to state during development of subsequent Tentative Work Program(s).

### **3. SHOW TOTAL PROJECT COSTS ON FEDERAL AUTHORIZATION REQUESTS; ASSOCIATING STATE/LOCAL FUNDS TO FEDERAL AID PROJECTS**

When creating a new Federal Authorization Request (FAR) it is important to associate all applicable state and/or local funds related to the group of phases being authorized. This is important for two reasons:

1. To accurately state total project cost for the federal aid project, and
2. To utilize state and/or local funds as “hard match” dollars to help with satisfying the federal matching requirements necessary to obtain the federal funds on the project.

The following guidance is provided to properly associate these state/local funds:

- Associate all the non-federally funded phases of the phase group requesting federal authorization. For example, all non-federal 5x and 6x phases highlighted below should be associated when authorizing a federal aid project for construction:

Phase	Seq	Year	Fund	Type of Fund	Amount
52	01	2018	DDR	State	4,661,590
56	01	2018	NHRE	Federal	7,276,669
57	01	2018	DS	State	3,524,510
59	01	2018	DIOH	State	148,239
61	01	2018	ACSA	Federal	35,500
62	01	2018	ACSA	Federal	1,489,762
69	01	2018	DIOH	State	31

- Do not associate future state/local funded phases that are not part of the major group of funds being authorized. For example, if authorizing Preliminary Engineering (3x) group of phases, do not associate any right of way or construction phases.
- Do not associate local funds on LAP projects, as there may be difficulty in easily documenting that the local funds were actually expended on the project. Only associate local funds if FDOT is administering the project and the local funds have been deposited in FDOT accounts for future expenditure.
- Note that prior phases of eligible associated costs can be included as hard match funds if they were not used previously.

## **D. COMMON CRITERIA FOR ALL FEDERAL PROJECTS**

FAR are prepared in the department's Federal Authorization Management System (FAMS) and submitted electronically to the Federal Aid Management Office (FAMO) in Tallahassee by the federal aid coordinators in each district, turnpike and central offices where statewide programs are managed.

It is the responsibility of Project Managers to ensure that federal aid coordinators are notified in a timely manner of the need to request federal authorizations for federally funded projects. This responsibility includes ensuring all the required prerequisite criteria are met (and supporting materials are available) BEFORE requesting the federal aid coordinators to prepare the FAR.

Federal authorizations must be approved by FHWA before construction contracts can be advertised, or in the case of professional services contracts, before the contracts may be executed.

Concurrence in award must be obtained from FHWA on oversight construction contracts let in central office before the contract is awarded. FHWA's concurrence in award is obtained and documented by the FAMO.

Federal projects must be modified to match the contract award amount. Obligation of additional federal funds to match the contract award must be approved by FHWA prior to the award of the contract. De-obligation of federal funds to match the contract award must be requested within 90 days after award, so the federal funds can be released and used on other projects. See Procedure 525-010-300, Local Agency Program Manual, for de-obligation of federal funds on LAP agreements.

FARs submitted to the FAMO must be reviewed for accuracy before they are transmitted electronically to FHWA, and are occasionally returned to the originator for corrections. FHWA's Financial Administrator also reviews all project transmittals and electronically approves projects exempt from federal oversight, and if the project is subject to FHWA oversight, a FHWA engineer reviews and approves it electronically. Occasionally, an engineer may be on travel status, which may also delay the approval. For these reasons, FARs should be submitted to the FAMO at least 30 days prior to the date the approval is needed, to avoid unnecessary delays.

The federal aid coordinators will notify appropriate staff when federal project authorizations are approved. Approved authorizations are also posted daily to the FAMO's Infonet site.

Certain criteria must be met for all projects that are partially or fully funded with federal funds before work can commence on the project. These criteria are listed below:

- The project phase(s) must be included in department's adopted five-year work program.
- The project phase(s) must be listed in department's federally mandated state transportation improvement program (STIP), with the exception of planning and emergency repair phases.
- If the project phase(s) is located in an area represented by a Metropolitan Planning Organization (MPO), the project phase(s) must also be included in the MPO's transportation improvement program (TIP).
- State budget authority must be available for the project so it can be encumbered prior to contract execution.

- A FAP No. must be assigned to the project phase(s) included in each FAR.
- A FAR must be prepared by the district federal aid coordinator (or selected statewide program managers) in FAMS and submitted electronically to the FAMO in Tallahassee, along with all required supporting materials. The FAMO, after reviewing the FAR for accuracy, will electronically transmit the FAR to FHWA for their approval.
- The initial federal authorization must be approved by FHWA before any work can commence or any costs can be incurred on the project with the exception of emergency repairs performed immediately after a declared disaster to keep roads and bridges open to traffic. See the Overview of Major Programs chapter, Emergency Relief Program section of these instructions for further details.

Please refer to the following sections of this chapter for guidelines on the specific steps necessary to obtain approved federal authorizations for specific types of projects.

## **E. COMPLIANCE WITH SUPERCIRCULAR REQUIREMENTS**

The Office of Management and Budget (OMB) has published 2 CFR Part 200 (referred to as the "Supercircular") to streamline the Government-wide guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.

The Supercircular consolidates and eliminates the duplicative guidance found in a number of other OMB circulars which includes A-50, Audit Follow-Up; A-87, Cost Principles for State, Local, and Indian Tribal Governments; A-102, Grants and Cooperative Agreements with States and Local Governments; and A-133, Audits of States, Local Governments, and Non-Profit Organizations.

The administrative requirements and cost principles will apply to all authorization requests (initial federal authorizations - authorized on or after December 26, 2014 and for modifications to any project.) which has a contractual cost increase:

The new Supercircular expands requirements in several areas. FHWA issued Implementation Guidance on December 4, 2014, (Appendix A) to address these expanded requirements and describe the key changes affecting FHWA business processes.

### **Federal Award Requirements as related to FAMS authorization requests to FHWA**

Included in the District's authorization request, by automation, is the following information:

- Catalog of Federal Domestic Assistance (CFDA) number (derived by FHWA's Fiscal Management Information System for each detail line by program code).
- Indirect cost rate claimed for reimbursement (Not applicable in most authorization requests) and will default to zero in FAMS, as not applicable.
- Period of Performance end date for the Federal Aid Project (as a new field on FP info screen).

The District must include the following information, for Emergency Relief funded projects, federal earmarks and discretionary awards, where direct costs are not sufficient to fully consume the total amount of the grant award:

- Indirect cost rate claimed for reimbursement should be included on the FP Info page. By agreement with the FHWA Florida Division Office the appropriate rate to include on the federal aid authorization will be for the phase group with the highest rate (if more than one phase is on the federal aid project) in effect at the date of the initial federal authorization.

The District must also include, in the FAMS comments (state remarks) for all authorization requests, a justification if the Period of Performance End Date is changed.

**Catalog of Federal Domestic Assistance (CFDA) number**

Almost all of our federal aid projects authorized through FMIS will be under CFDA# 20.205, with the few exceptions noted below.

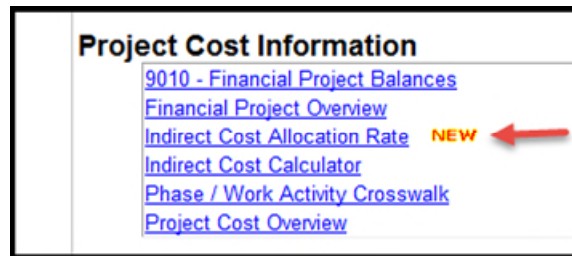
CFDA#	Program Title	Federal Agency	Type of Assistance	Comments
20.205	Highway Planning and Construction	FHWA	Formula Grants & Project Grants	This covers almost all of our FHWA administered funds. Exceptions are shown below.
20.200	Highway Research and Development	FHWA	Project Grants	This covers discretionary R&D grants awarded through FHWA Headquarters
20.215	Highway Training and Education	FHWA	Cooperative Agreements	This covers On-the-Job Training Grants and Cooperative Agreements
20.219	Recreational Trails Program	FHWA	Formula Grants	This program is administered in Florida by Florida DEP
20.240	Fuel Tax Evasion-Intergovernmental Enforcement Effort	FHWA	Project Grants	This program is administered in Florida by Florida DOR
20.933	National Infrastructure Investments	USDOT Office of the Secretary (OST)	Project Grants	This covers TIGER discretionary grants

**FDOT Indirect cost rate claimed for reimbursement**

The current FDOT policy is to program phases for indirect costs (x9 phases) with state funds, not federal. So the indirect cost rate included in the federal authorization request by automation, will be “Indirect N/A”. The only exceptions are for Emergency Relief (ER) funded projects, and federal earmarks and discretionary awards where direct costs are not sufficient to fully consume the total amount of the grant award.

Indirect cost rates (an approved percentage of direct costs) will vary by the phase of work and by the year approved by FHWA. By agreement with the FHWA Florida Division Office the appropriate rate to include on the federal aid authorization will be for the phase with the highest rate (if more than one phase is on the federal aid project) in effect at the date of the initial federal authorization.

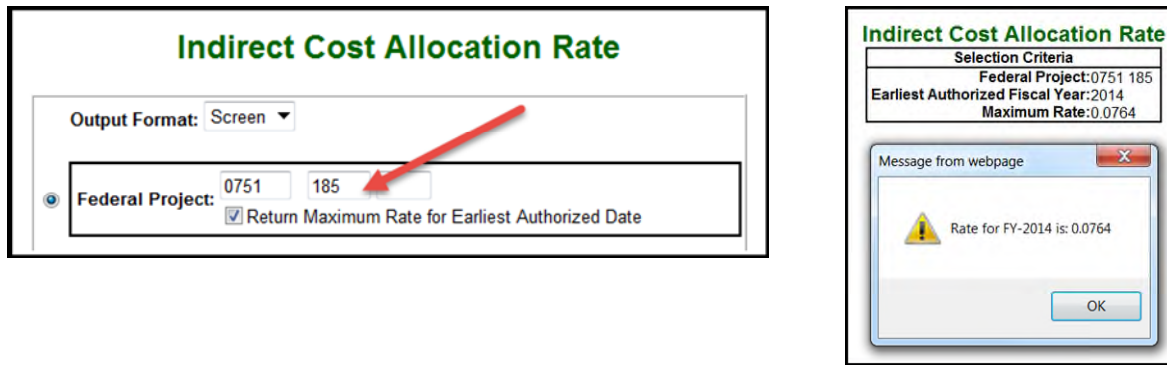
Please use the following link to determine the appropriate indirect cost rate for ER funded projects and earmarks/discretionary awards: [Indirect Cost Allocation Rate](#)



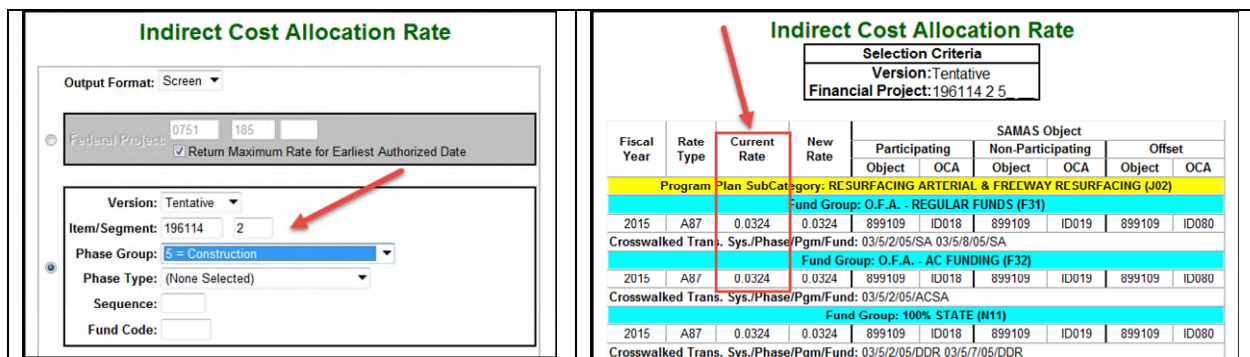
This link is on the Office of Work Program and Budget SharePoint site as shown below:

This link allows indirect cost rates to be displayed in four different ways: 1) by Federal Aid Project, 2) by Item Segment, 3) by Transportation System and 4) by Program Plan Category.

For modifications to existing Federal Aid Projects, the most useful option will be by Federal Aid Project. Under this option (if the checkbox is checked) the application will return the maximum rate (out of all of the phases on the project) for the year in which the initial federal authorization was approved. For example, see results below for Federal Aid Project # 0751-185 initially authorized on 10/18/2013:



For initial federal authorizations, it will be most useful to use the Item Segment option. Under this option the application will return all the rates for each of the phases specified in the query. For example, see results below for Item Segment # 196114-2 for all 5x phases:



The highest current rate from all phases included in the initial authorization rate should be selected. In this example .0324 is the appropriate rate since all federally funded phases carry the same rate. Be sure to use the “Current Rate” for new federal authorizations since the “New Rate” may not yet be approved by FHWA.

**Sub-recipient indirect cost rates claimed for reimbursement**

Under the new rules, Federal agencies and pass-through entities (like FDOT) must accept from a sub-recipient a negotiated indirect cost rate if one exists, or negotiate a rate in accordance with federal guidelines.

Non-federal entities that have never had a negotiated indirect cost rate may use a de minimis rate of 10% of modified total direct costs, as long as they receive less than \$35 million in direct federal assistance annually.

FDOT's sub-recipients include, but are not limited to, local agencies under the LAP Program, MPOs receiving federal metropolitan planning funds (PL funds), other state agencies such as DEP and DOR, and universities and transportation research institutes.

Programming and operational guidance is still being formulated regarding sub-recipient indirect cost rates. Detailed guidance on this topic will be included in a separate Federal Aid Technical Bulletin in the near future.

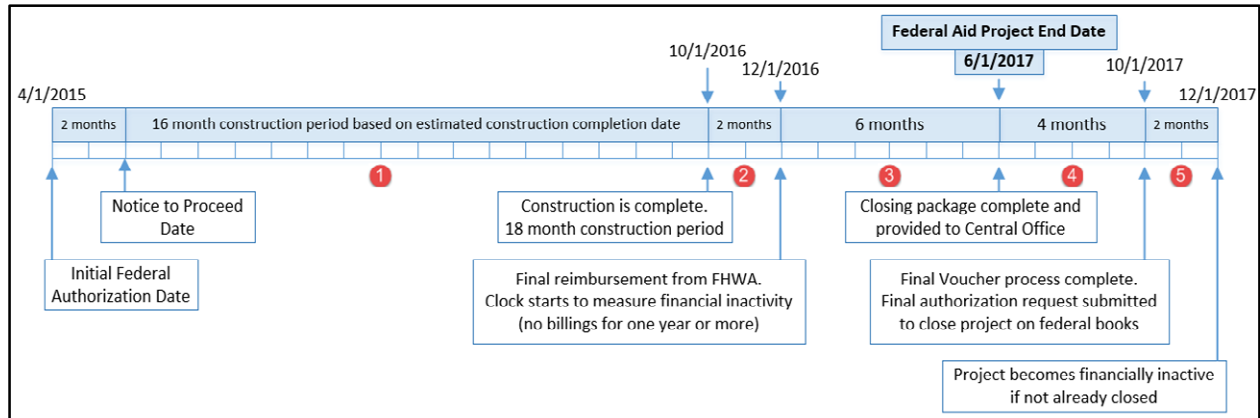
#### **Period of Performance End Date for Federal Aid Project**

The period of performance for the federal aid project is from the date of the initial approved federal authorization to the end date specified in the authorization. This end date for the federal aid project is the new data element required by the Supercircular. Please take note that this end date is not a contractual end date. This end date must be based on the federal aid project's estimated project schedule, and should include the time required to accomplish all required physical work (deliverables) plus the additional time required for final invoices to be received and paid, for final federal reimbursements to be billed and collected from FHWA, and for completing closing packages and/or any other type of required documentation following completion of the physical work.

Important points regarding the federal aid project end date:

- Costs incurred after the end date will not be eligible for federal reimbursement.
- The end date may be modified as necessary, based on documented revisions to project schedules or other circumstances.
- The established end date does not include the time it takes for the Office of Comptroller to complete the Final Voucher process. The end date should be established based on the assumption that the final invoice has been paid to the vendor and reimbursed by FHWA and that all required paperwork has been completed to enable the project to enter the Final Voucher process, by the established end date.
- The Office of the Comptroller will need an average of approximately 3-4 months following the federal aid project end date to complete the Final Voucher process and to complete the final federal authorization request to close the project on the federal books. Some projects may take a longer or shorter timeframe depending upon the financial complexity of the project.
- The end date must be established to ensure that the federal aid project does not go financially inactive before it can be closed. See the following simplified illustrative timeline for a Contract Class

1 resurfacing construction project (initially estimated to be complete in 18 months) which highlights the milestone events in this process:



As noted in the above timeline, the key components (time periods) for determining the Federal Aid Project Period of Performance End Date are:

- 1 Period of time to complete physical construction or, in the case of other phases of work, the period of time estimated to accomplish the deliverables of the contract. In most cases this period of time will represent the contract period.

For Task Order based federalized contracts: This time period 1 represents the time allowed in the individual Task Order (Work Order) to accomplish the deliverables of the Task Order.

- 2 Period of time (2 months) to receive final invoice from vendor, pay the invoice, request reimbursement from FHWA, and collect the reimbursement.
- 3 Period of time (6 months) to remove excess encumbrances, balance project to expenditures, adjust federal obligation if needed, and complete the closing packages and/or other required reports or documentation required by FHWA.
- 4 Period of time (4 months) to complete the Office of Comptroller’s Final Voucher process.
- 5 Period of time (2 months) reserved for any delays in the above processes. If cumulative delays in accomplishing the above milestones do not exceed 2 months, then the project can still be closed before it becomes financially inactive and in jeopardy of having federal funds withdrawn.

Federal aid projects with multiple phases of work

Federal aid projects are generally authorized by major phase group:

- Preliminary Engineering
  - In FHWA’s FMIS system generally includes P,D&E (2x phases) and Design (3x phases)
- Right of Way
  - Land acquisition and related support phases (4x phases)



- Construction
  - Construction (5x phases)
  - Construction Engineering Inspection (6x phases)

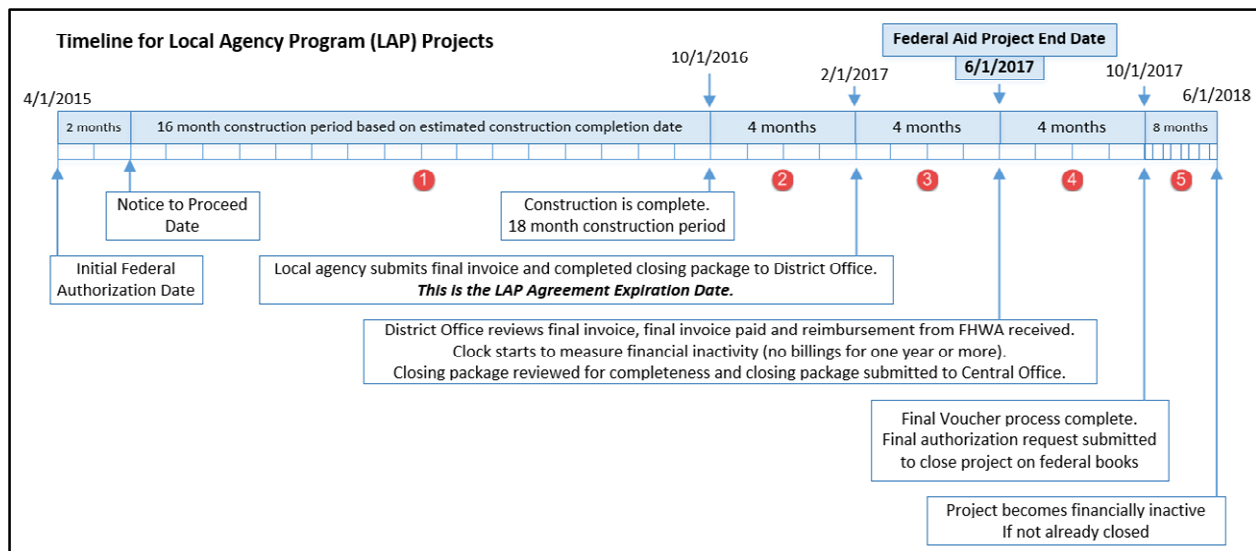
In these cases the Period ❶ should encompass the phase with the longest period to accomplish the related work. For example, a construction contract (phase 52) may be completed a month or two earlier than when the CEI inspection work (phase 62) will be completed. In that case add two months to the construction contract end date to determine Period ❶.

Other types of federal aid projects

Period ❶ for most federal aid projects will be determined based on some type of contractual arrangement. Period ❶ for emergency repairs are specified in federal regulations. Some common examples follow:

- JPA with MPOs: Federal Metro Planning (PL) funds are authorized via a Joint Participation Agreement (JPA) with the various Metropolitan Planning Organizations (MPOs) throughout the state. These agreements expire after two years, so Period ❶ should be 24 months.
- JPA with County governments: Federal funds for ITS support are authorized via a JPA with specific local governments. The time duration of the JPA (generally five years) should be used for Period ❶.
- Research Agreements with Universities: Federal Statewide Highway Research (HR) funds are authorized via Vendor Agreements with universities and institutes in the state and have specific contract durations. The duration of the contract should be used for Period ❶.
- Emergency Relief projects: Projects for emergency repairs using federal ER funds are expected to be complete within 180 days of the qualifying event. The duration for Period ❶ should be 6 months.

Local Agency Program (LAP) projects



The expiration date of the LAP Agreement should not be used for establishing the end date of Period **1** (period of time to complete physical construction), nor for establishing the Federal Aid Project End Date.

As noted in the above timeline, the LAP Expiration Date occurs approximately four months before the Federal Aid Project End Date, and includes an additional four months (Period **2**) following physical project completion (Period **1**) to submit the final invoice and closing package to FDOT.

Following the LAP Agreement Expiration Date, District staff have an additional four months to review the final invoice and closing package for accuracy and completeness (Period **3**). The Federal Aid Project End Date will be at the end of Period **3**.

## **F. AUTHORIZING HIGHWAY PLANNING AND RESEARCH PROJECTS**

Planning includes the activities and resources required to evaluate the impact of development throughout the state, identify transportation problems and needs, develop short and long range transportation plans, and provide planning database services.

New contracts and task work orders must be submitted to FHWA for their approval prior to authorization.

See the Planning chapter, Programming Guidelines section of these instructions for additional detail.

Highway Planning and Research Projects should use the HP numbers assigned for this purpose by central office. Each district will be assigned an FAP No. in the form HP0#-xxx where the # is representative of the district and “xxx” is the Improvement Number as the next sequential number available. Central office will utilize HP09-xxx

FPN are established for each type of work activity approved in the SPR are associated to the FAP No. established for each district and central office as follows:

Transportation Planning Activities	Phase 11 with a 1 year date range
Data Collection Activities	Phase 11 with a 1 year date range
Systems Planning Activities	Phase 11 with a 1 year date range
Operating Consultants	Phase 12 will not have a date range and the sequence number should be incremented for new contracts.

Note: Central office will have many more project numbers for specialized tasks and special projects to be identified by the Office of Work Program and Budget in consultation and coordination with the Office of Policy Planning (OPP).

- The phase 11 FPN will have a one year length and will be re-used and associated to a new FAP No. where the improvement number will be incremented by one. See “Example 1.”
- The phase 12 FPN will not have a date range and the sequence number will be incremented by one and associated to the new FAP No. See “Example 2.”

Example 1:

FAP No. HPOX-056 with an FPN phase 11 should be established to end at the state federal fiscal year end 6/30/2019. The next number would be HPOX-057 and it would be associated with the same phase 11 FPN and the date range would be from 7/1/2019 to 6/30/2020.

Example 2:

An FAP No. such as HP56-001 with an FPN phase 12 will be assigned for the consultant phase of work with a three year date range to allow for the processing of invoices that will be submitted until the encumbrance is fully expended. Each year a new Route Identifier will be established to track which year the contract originated and will correspond to that year's SPR approval. Each new consultant contract will receive the next subsequent FAP No. for that year's approved SPR. The next contract would receive HP56-002 and would remain open until the encumbrance is fully expended or the maximum contract length negotiated with FHWA (currently three years with the potential for an extension). The following year's Route ID would be HP57-001 and all consultant contracts approved in that year's SPR will receive the next sequential number.

FHWA may grant approval of three-year planning contracts (for HP funds) if all of the federal requirements are incorporated into the boilerplate contractual provisions. PL funds will still be subject to the two-year \$750,000 limitation unless a documented exception is obtained from FHWA. Regardless of contract length, task work orders should be submitted to FHWA for approval prior to commencing work. Any work that begins prior to task work order approval by the FHWA Division Planning Programs Coordinator must be coded as non-participating.

See Procedure No. [375-030-002](#), "Acquisition of Professional Services" or <http://fdotwp1.dot.state.fl.us/ProceduresInformationManagementSystemInternet/?viewBy=0&procType=pr> which documents the process to be used when federal funds are used on any contract.

In the event that federal funds are utilized on a task work order, operating margin will be established as a lump sum compensation element (fixed fee); otherwise FHWA will not participate in cost reimbursement.

## **G. AUTHORIZING METROPOLITAN PLANNING PROJECTS**

The allocations to the MPOs should be used for their Unified Planning Work Programs (UPWP) as well as HP allocations for In-House and Operating Budget Consultants in the districts and central office.

The FAST Act continued the MAP-21 requirement for the state to promptly reimburse metropolitan planning (PL) funds to MPO's in Section 1007, Metropolitan Planning, with the following provision of 23 USC 104(f)(4):

"(B) REIMBURSEMENT.- Not later than 30 days after the date of receipt by a state of a request for reimbursement of expenditures made by a metropolitan planning organization for carrying out Section 134, the state shall reimburse, from funds distributed under this paragraph to the metropolitan planning organization by the state, the metropolitan planning organization for those expenditures."

This provision became effective with SAFETEA-LU and is applicable to all claims for reimbursement for PL funds that the state receives from an MPO after August 10, 2005, which must be paid within 30 days of receipt of the MPO's request for reimbursement. This requirement is also reflected in a revision to 23 CFR Part 420, Planning and Research Program Administration.

For FAP No. assignment, the Route ID Number will represent the county using the federal County Codes and Improvement Number will be the next sequential number incremented by one each year they are assigned for a period of two federal fiscal years.

See the Planning chapter of these instructions for additional detail.

## **H. AUTHORIZING PRELIMINARY ENGINEERING PROJECTS (INCLUDING PD&E)**

District federal aid coordinators should e-mail their central office representative for a FAP No. and the financial management phases to be associated to the project.

With the exception of interstate, bridge and off the State Highway System projects, all in-house preliminary engineering phases shall be programmed with DIH, DSBX or PKXX, as appropriate. For interstate or bridge projects, in-house preliminary engineering phases may be programmed with federal funds. For projects Off the State Highway System, in-house engineering phases must be programmed with federal funds.

## **I. AUTHORIZING RIGHT OF WAY PROJECTS**

FHWA has confirmed that R/W map submission is no longer required on any project, including oversight, except for advance acquisition (hardship buying, protective buying).

However, there have been several instances recently where it was discovered that offers had been presented to property owners prior to the date of the approved federal authorization. This is a violation of the federal regulations relating to acquisition of right of way land with federal aid funds. The FHWA Florida Division Office realty officer has requested the department to provide documentation that offers have not been made prior to the federal authorization.

In addition to the R/W cost estimate, districts must also provide the “acquisition detail” report for the R/W phase requesting authorization. This report is generated out of the Right of Way Management System (RWMS) and will show, for each parcel, the dates when initial negotiations began. The column on this report titled “Initiation of Negotiation” should be blank prior to the approval of the FAR. This will provide FHWA with the negative assurance they require in order to approve the initial authorization request.

This report may be generated and saved in either Adobe PDF format or Excel spreadsheet XLS format. The file can then be attached to an email and sent directly to FHWA Florida Division Office right of way officer, or it can be sent to your district representative in the FAMO. We will forward the document to FHWA when we submit the authorization request to FHWA for approval. If the document is sent directly to FHWA by the district, then a comment should be placed on the authorization request indicating it was sent, and include the date it was sent.

A representative sample of the acquisition detail report is shown below:

RWMPW016 FLORIDA DEPARTMENT OF TRANSPORTATION PAGE 04/26/06 10.00.29 PAGE: 1												
ACQUISITION DETAIL												
Selected Values - Parcels: All, Sort By: RW Project Project Numbers: 2568812												
District	R/W Project	Construction Project	Parcel	Interest Parcel Name	Interest Status	Status Date	Agent	Notification Date	Appraisal Due	Appraisal Received	Initiation of Negotiation	Initial Offer
07	2568812	2568812	0100	MENNA-PINELLAS, LLC, A FLORIDA LIMITED LIABILITY	OPEN	02/06/2006			04/20/2006	04/04/2006		\$,00
				SYNOVUS BANK OF TAMPA BAY	OPEN	04/10/2006						\$,00
				SYNOVUS BANK OF TAMPA BAY	OPEN	04/10/2006						\$,00
				CHHABRIA ENTERPRISES, INC., A FLORIDA CORPORATION AND SHANTIA SINGH	OPEN	04/10/2006						\$,00
			0102	DILLEY, BARBARA JEAN, INDIVIDUALLY AND AS TRUSTEE	OPEN	04/10/2006						\$,00
				HUMBLE OIL AND REFINING COMPANY, A DELAWARE CORPORATION	OPEN	04/10/2006						\$,00
				CBS OUTDOOR, INC., A DELAWARE CORPORATION	OPEN	04/10/2006						\$,00
			0103	S & A FEE PROPERTIES SPE 2, LLC., A DELAWARE LIMITED LIABILITY COMPANY	OPEN	04/10/2006						\$,00
				WELLS FARGO BANK N.A.	OPEN	04/10/2006						\$,00
				GOOCH REALTY, INC. A FLORIDA CORPORATION	OPEN	04/10/2006						\$,00
				FLORIDA POWER CORP	OPEN	04/10/2006						\$,00
			0104	HELIKA PROPERTIES, A FLORIDA GENERAL PARTNERSHIP	OPEN	04/10/2006						\$,00
				FLORIDA POWER CORP	OPEN	04/10/2006						\$,00
			0105	SANDELMAN, JEFFREY, AS TRUSTEE OF THE SABROOKE TRUST	OPEN	04/10/2006						\$,00
				SANDELMAN, SANFORD AS TRUSTEE OF THE JASUE TRUST & SUSAN SANDELMAN	OPEN	04/10/2006						\$,00
				SANDELMAN, JEFFREY, AS TRUSTEE OF THE SABROOKE TRUST	OPEN	04/10/2006						\$,00
				FLORIDA POWER CORP	OPEN	04/10/2006						\$,00
			0106	KULACH, STANLEY AND ANNA KULACH, HUSBAND AND WIFE	OPEN	04/10/2006						\$,00
				SYNOVUS BANK OF TAMPA BAY	OPEN	04/10/2006						\$,00
				CITY OF CLEARWATER	OPEN	04/10/2006						\$,00
				FLORIDA POWER CORP	OPEN	04/10/2006						\$,00
			0107	CONGO RIVER GOLF AND EXPLORATION CO., - CLEARWATER, A MICHIGAN CORP.	OPEN	04/10/2006						\$,00

*Look for dates in this column*

## J. AUTHORIZING CONSTRUCTION PROJECTS

### 1. INITIAL AUTHORIZATION

Construction letting projects must be authorized prior to Advertisement. Schedule of Advertising dates can be found on Production Management’s Website under “Critical Dates.”

For each letting, the FAMO determines the oversight classification of each project and posts the classification to Production Management’s Processing List. Projects of Division Interest (PoDI) will have an ‘O’ on the processing list if they have the ‘OVST’ Item Group programmed in Work Program.

Production Management Office coordinates receipt of required documents known as the contract package. The completed contract package is forwarded to FAMO on or before the date shown on the critical processing dates list as “To Fed Aid for Assembly of PS&E package.” On or before that same date, the district federal aid coordinator submits the FAR to FAMO.

Documents as required by the FDOT Design Manual are listed below.

- Checklist
- Preliminary engineering certification
- Utility certification
- Environmental Class of Action determination or re-evaluation (no more than one year old)

- Design certification (including documentation of design variances, if applicable)
- Calendar days
- Maintenance agreement (all off-system jobs)
- Right of way certification
- Estimate (from TRNS\*PRT) including summary sheet available from AASHTO-Ware Webgate from the Enterprise Applications main menu off the Infonet.

FAMO does a quality assurance review of each FAR, Certifies that the project is ready. and Transmits the FAR to FHWA for final approval. FHWA completes the authorization process by electronically “signing” the authorization. A nightly batch process updates FDOT financial systems for projects approved by FHWA the previous day.

## **2. MODIFICATIONS**

All project modifications that result in an increase of federal funds must accurately and succinctly describe in the comments why additional funds are justified. Supplemental agreements should be approved by the FHWA area engineer for Projects of Division Interest (PoDI) projects and remain available upon request in accordance with the department’s records retention schedule. Prior approval must be obtained before commencing work. Initial contingency amounts and other non-participating pay items should be funded with state or local funds.

## **3. CLOSING THE PROJECT**

When closing out projects using federal aid highway funds the following objectives are to be met:

- Upon physical completion of the project the financial records in both state and federal financial systems will be closed in a timely manner. This will ensure that
  - Completed projects do not fall into the category of “financially inactive” which show up on FHWA’s FIRE REPORT and count against our performance metrics, and
  - Unused federal funds not needed on the projects are released as soon as possible for use on other projects.

(See Federal Aid Technical Bulletin 15-01 for more information on establishing Period of Performance End Dates for federal aid projects).

- Federal funds will be maximized on the project, and only eligible costs will be charged to the federal funds for reimbursement from FHWA.
- All related state and local funds on the financial project will be included as “associated funds” on the federal aid project in FAMS to ensure that
  - The total cost of the project is shown in FHWA’s FMIS system, and

- All eligible state and local funds are used to satisfy, or partially satisfy, the federal match requirements. This will minimize the use of toll credits to “soft match” any required match that is not already covered with “associated” state and/or local “hard” dollars on the project.
- At the point that the project is placed in Ready Final Voucher project status, FAMS will automatically update the associated state and local funds on the project to match current expenditure levels. This will prevent any possibility of non-compliance with federal matching requirements due to a reduction of state and/or local funds used as hard match on the federal aid project after the federal aid project has been closed on the federal books in FMIS.

To meet these objectives it is necessary to modify the process used to close out federal aid projects, as described below.

Different phases of work require different types of documentation to demonstrate that a federal aid project is complete. For planning phases it may be deliverables in a consultant contract. For project development and environmental phases it may be a categorical exclusion determination or record of decision. For preliminary engineering phases it may be a set of final plans and specs. For right of way phases it may be clear title to the final parcels. For construction phases it is a checklist of items that comprise the “closing package”. For non-construction phases, an email from the Project Manager will usually suffice for verification that the project is ready for close-out.

For purposes of describing the federal aid closing process in this bulletin, a construction project will be used as the example. Other than the type of documentation required to demonstrate the project is complete, this closing process as described applies to all types of projects in the federal aid highway program. (See appendix ‘Documents Needed for Closing Federal Aid Projects’ at end of document.)

Steps to complete before notifying the Office of Comptroller that the project is ready to enter the Final Voucher Audit process:

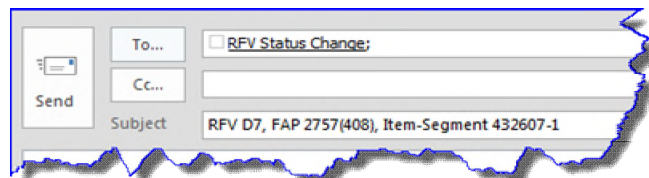
1. Verify that a complete Closing Package has been loaded into EEDMS Loading Dock (or LAPIT) as required by the project’s phase of work. (Please check to make sure these documents can be retrieved from the EEDMS system).
2. For standard construction projects, add the following comment to the 'FP Notes' section of the FAMS 'FP Info' screen: **“ALL CLOSING DOCUMENTS ARE UPLOADED INTO EEDMS WITH THE FDOT FINAL ACCEPTANCE DATED <enter date of Final Acceptance>”**. For LAP construction projects, add the following comment to the FP Notes section: **“ALL CLOSING DOCUMENTS ARE UPLOADED INTO LAPIT WITH THE FDOT FINAL ACCEPTANCE DATED <enter date of Final Acceptance>”**. The final step is to then add the date of the Final Acceptance into the “Project Completed:” field on the ‘FP Info’ screen and click the ‘Update’ button.
3. Verify that all AC Funds have been converted and/or de-obligated off the project.
4. Verify that all encumbrances (both federal and non-federal) have been removed from the project. If special circumstances require leaving some or all encumbrances on the project,

approval to do so must be obtained in writing from FAMO, and the approval attached to the email requesting the RFV status change.

5. Verify that all Federal Authorizations have been balanced to Expenditure levels. (Please ensure that all non-participating expenditures have been moved to non-federal funds).
6. Check for any pending costs using the ‘OOC Financial Reporting System (Dashboard)’ – ‘Federal Projects Management’ section – ‘Print Pending Report’. A link can be found on the main OOC Share Point Site. All pending costs must be cleared before requesting the project be changed to RFV.

Once all these steps are complete notify OOC that the project is ready to advance to Ready Final Voucher project status. To facilitate this notification, the OOC PCM-Team has setup a special Outlook Inbox for these RFV requests at: “RFV Status Change”. Please make sure to include the characters “RFV” as well as the District, Federal Aid Project number (FAP), and the lead Item-Segment on the subject line of these email requests. Note also that all emails addressed to this special Outlook Inbox will automatically be forwarded to the Central Office FAMO group as long as they include the “RFV” characters on the subject line.

Sample Email Subject Line



Once OOC has completed their final processes, district staff will need to check and revise the project cost estimates in WPA, if needed to ensure the cost estimates match the final project expenditures.



<b>Documents Needed for Closing Federal Aid Projects</b>			
<b>Federal Aid Management Office</b>			
<b>Phase</b>	<b>Description</b>	<b>Final Acceptance Form</b>	<b>Final Closing Documents</b>
1X	Planning, In-house, consultant, or grant	NO	NO
2X	PD & E, In-house, consultant, or grant	NO	NO
3X	PE, In-house, consultant, or grant	NO	NO
4X	Right of Way All phases	NO	NO
52	Construction	YES	YES
54	Construction Grant JPA	YES	NO
56	Utility	NO	NO
57	Rail	NO	NO
58	Construction Grant LAP (not FHP)	YES	YES
62	CEI & Post Design Consultant	NO	NO
71	Maintenance In-house	NO	NO
72	Maintenance consultant	NO	NO
74	Maintenance Grant	NO	NO
78	Maintenance LAP	YES	NO
84	Operations Grant	NO	NO
88	Other Agency or Inter-Local Agency	NO	NO
ER	Emergency Relief In-house	NO	NO
ER	Emergency Relief CEI Consultant	NO	NO
ER	Emergency Relief Construction	YES	NO
ER	Emergency Relief Permanent	YES	YES
ER	Emergency Relief LAP or JPA	YES	NO
ER	Emergency Relief Maintenance consultant	YES	NO
HR / HP	Highway Planning and Highway Research	NO	NO
PL	Metropolitan Planning Orgs.	NO	YES
NBIS	Bridge Inspection	NO	NO
Environmental Certification, ROW and Utility clearances/certifications must be included in PS&E package for letting or local initial authorization of any of these phases.			
Final Inspection and Acceptance of Federal-Aid Project (Form 700-010-032) must be completed and uploaded through the EEDMS Loading DOC application. If the Federal Project is an Oversight or PoDI project then the FHWA Final Acceptance will also need to be uploaded.			
Local Agency Program Final Inspection and Acceptance of Federal-Aid Project (Form (575-010-42) must be completed and uploaded into LAPIT. LAP projects have a different Closing Document Package than regular construction projects. Please see Federal Aid Technical Bulletin 12-01			
Note that if any PL federal planning funds were used on a project then a PL Funds Close-out Confirmation Form (confirming Final Invoice and Reimbursement details) must be completed and uploaded into EEDMS.			

## K. AUTHORIZING DESIGN/BUILD PROJECTS

The following instructions cover the scheduling of the project authorization, preparing the authorization request, and closing the project. Design/Build (D/B) projects are authorized under the Special Experimental Project (SEP) 14 plan approved by FHWA. This annually approved plan governs federal

participation in D/B projects. See the Special Contracting Methods chapter of these instructions for more information on SEP 14.

Federal Aid authorization on D/B projects is also subject to the provisions of the Florida Federal Aid Stewardship Agreement executed between FHWA and the department. This agreement identifies types of projects and functions subject to oversight by FHWA and those projects and functions delegated to the department.

It is suggested that district work program managers and district federal aid coordinators be included in district coordination activities, meetings and correspondence concerning D/B Projects to insure timely programming and federal aid authorization activities.

## **1. PHASING IN THE WORK PROGRAM**

Once a project is identified as a D/B project, it should be decided who is going to perform the services necessary to bring the project to completion (services such as utilities/railroad, permits, geotechnical services, survey, and CEI). Some of these services may be done prior to the D/B contract. However, it is important to ensure that the funds are programmed in the correct category, i.e., in-house or consultant.

D/B contracts will be identified in WPA as phase 52, contract class 9. Depending upon who is to perform necessary services, additional phases may be needed for PD&E work prior to the D/B phase, right of way (R/W) land acquisition and/or R/W services, construction engineering (CEI) services, and/or phases for the payment of compensation to the short-listed firms on D/B projects. The following guidelines provide more information on when each of these additional phases may be appropriate.

Construction Engineering and Inspection (CEI): FHWA requires that the department provide independent verification testing and oversight inspection outside of the D/B firm's contract. This can be accomplished with in-house forces (phase 61) or with an oversight CEI contract (phase 62). This is true even if the majority of the CEI work is done within the D/B contract and is included in the phase 52.

In-house CEI estimates that are automatically generated by WPA (based on the overall phase 52 level) must be manually revised to represent only the in-house effort required to manage the CEI consultant.

When independent inspection is to be performed by CEI consultants who are not members of the D/B firm and included in the D/B contract, a separate contract shall be advertised and awarded for CEI services (use phase 62).

If R/W services (consultant and support) are to be provided as part of the D/B contract, R/W support will be included in the construction (phase 52) authorization. Consideration must be given to how R/W support will be provided in the eminent domain phase of the project and whether that portion of the total R/W support needs to be authorized separately. R/W land payments and relocation payments must be programmed as phase 43 and phase 45 respectively. R/W land and relocation payments can never be programmed in phase 52. Phases 41 and 49 (in-house support and indirect

overhead) will be programmed in accordance with the work program instructions for right of way projects. D/B projects including right of way services will still require in-house support.

The district federal aid coordinator should request one FAP No. for the entire D/B project, regardless of the number of phases programmed.

## **2. TIMING OF THE FEDERAL AUTHORIZATION**

Unlike regular construction which uses activities/events pertaining to the letting schedule, D/B projects must be authorized before the request for proposals and design criteria package is published or mailed and after approval of the RFP and design criteria package.

RFP and design criteria packages for interstate system capacity projects subject to FHWA oversight (\$1 million or more) are approved by the FHWA Division office. The FHWA Division office requests up to three weeks to review the RFP and design criteria package before granting their approval. Since several draft submittals and re-submittals can occur, the authorization request is processed only upon final written package approval. For exempt projects, the district D/B team approves the package. Usually, the district Professional Services Administrator notifies the federal aid coordinator in writing of this approval.

These package approvals are necessary for FHWA participation in the project. The D/B authorization request should be processed immediately upon notice of receipt of package approval. Upon receipt of the approved FHWA authorization, district federal aid coordinators should notify the district D/B team so that the RFPs and Design Criteria packages can be distributed.

D/B projects must be included in the TIP/STIP before the federal authorization can be approved by FHWA.

## **3. SCHEDULING THE FEDERAL AUTHORIZATION**

The department plans for the obligation of federal funds apportioned and allocated to Florida based upon projects in the adopted work program and their related activities and events in the Project Scheduling System. Major D/B projects consume significant amounts of these funds. The Federal Obligating Authority Plan includes D/B project fund commitments in months when the authorization is needed as defined by the scheduled Activity/Event.

A Project Scheduling System Activity/Event has been established to plan for the future obligation of federal funds and also to schedule the anticipated date of package approval. The PSM code is: "RFP/DES BUILD PKG APPROVAL" – Activity/Event No. 285

Regardless of the oversight or exempt project nature or type of D/B (Adjusted Score or Low Bid), this Activity/Event is to be scheduled in PSM when the project is incorporated into the work program.

## **4. PREPARING THE FEDERAL AUTHORIZATION**

Since R/W must be certified clear with environmental determinations and permitting complete before the RFP design criteria package is approved, these activities normally will be authorized with federal funds in advance of the D/B authorization. Therefore, district work for project development

phases should serve as the basis for the original federal project authorization, followed by R/W (survey and acquisition) if required.

The sequence of federal authorizations is as follows:

- PD&E advance activities are included in the original project authorization
- Authorization modification for R/W, if required
- Authorization modification for D/B

Note: If the RFP package includes a provision to pay compensation to short-listed firms on an Adjusted Score D/B project, the authorization request will include a work program phase 32 for the compensation with the D/B phase 52 and CEI phase.

- Work program phase estimates for D/B (phase 52) and CEI (phase 61 and/or 62) and the FHWA federal aid authorization previously established, will need to be adjusted after the contract is awarded. Generally, these contract price adjustments should occur in the month following D/B contract award.
- For district-let D/B oversight projects, the district must ensure that the FHWA area engineer has provided concurrence in award via e-mail or formal letter to be included in the central office, FAMO files and district Procurement Office files. The EDMS loading doc could also be a place where it would be convenient to store such relevant documentation. Each year Florida's Auditor General conducts a federal awards audit and this information must be readily available upon request and must be provided to the central office, FAMO letting coordinator as soon as it becomes available.
- Final authorization modification for project closeout, if needed, to balance authorization to final expenditures.

## **5. RIGHT OF WAY (R/W):**

If R/W services are included in the D/B contract, the request for federal authorization for each D/B project shall include a R/W certification signed by the district Right of Way Manager. The certification may be either a certification for construction or a certification for authorization and advertisement. The certification for construction shall state that either no additional R/W is required for the project, or additional R/W was required for the project and all R/W activities have been completed in accordance with applicable federal and state requirements. The certification for authorization and advertisement shall state that additional R/W is required for the project, that the necessary processes and procedures are in place to address R/W issues, and appropriate controls have been included in the D/B contract to ensure construction activities do not commence prior to the department's certification that all R/W activities have been completed in accordance with applicable federal and state regulations.

On federally funded projects, federal authorization is required prior to beginning any R/W activities. For those projects which include R/W services in the D/B contract, authorization for R/W land may be obtained at the same time as the authorization for the D/B contract as long as the department

has controls established by contract to preclude the start of negotiations prior to NEPA approval. R/W maps, title information and legal descriptions must also be complete prior to the start of negotiations.

## **6. DOCUMENTATION REQUIREMENTS FOR FEDERAL AUTHORIZATION**

The form of documentation requirements for D/B is different from regular construction projects. D/B authorizations with federal funds, whether oversight or exempt, should be supported by:

- R/W clear certifications
- Written FHWA or district D/B Team approval of the RFP and design criteria package
- For projects exempt from FHWA’s project level oversight, the state is required to assure these projects meet the 12 D/B Operating Parameters described in FHWA memo to the department dated December 19, 2001, and reproduced as part of Federal Aid Technical Bulletin 02-03 (may be found on FAMO’s Infonet site. This statement may be made via email but must come from the project manager or the district production director.
- Signed electronic signature forms from FHWA authorizing funds for the project

The RFP and Design Criteria package documentation should confirm that other applicable checklist items, such as utilities and permits and NEPA status, are complete. Please see Pt. III, Chapter 25, PD&E, for retention requirements on NEPA documents.

See Procedure [625-020-010](#), Design-Build Procurement and Administration, for additional information.

## **L. AUTHORIZING LOCAL AGENCY PROGRAM (LAP) PROJECTS**

Local agency program (LAP) agreements executed between the department and local LAP certified government entities may include more than one phase of work. Locals may be performing design phases (including PD&E) and right of way (R/W) acquisition phases as well as the construction phase.

FHWA presently requires 1) the PE phase is complete and 2) R/W (if any) is certified clear before the construction phase can be authorized. This means that **encumbrances and federal authorizations must be requested by phase of work**, not for the entire amount of the LAP Agreement, unless the agreement only includes a single phase of work (PE, R/W, or Construction).

LAP Agreements must contain language stating that: **“Encumbrances and federal authorizations can only be requested for the cost of the first phase of work included in the LAP Agreement. Subsequent phases of work, if any, must request additional encumbrance and federal authorization before a notice to proceed can be issued to begin the subsequent phase of work.”**

Construction LAP projects must be authorized before the project will be encumbered.

The FAR is transmitted to FAMO for authorization, and the authorization process is completed in the same manner as for regular construction projects. The request for authorization from the district must contain an assertion that the preliminary engineering phase of the project is complete.

LAP Project Certification Process: To ensure compliance with all federal-aid requirements, a checklist will be used to verify and reference the corresponding construction contractual documents. The process will be as follows:

- The Local Agency and the district LAP Administrator will review the contract documents, reference the location of the requirements, and sign indicating that the project complies with all requirements in the checklist. The entire package will be submitted to the state LAP Administrator and an e-mail will be sent to the district federal aid coordinator by the district LAP administrator so they can begin preparing the project for review in the Federal Authorization Management System (FAMS).
- The state LAP Administrator will review the package and determine if it meets all of the requirements. If more information or clarification is needed, it will be returned to the district LAP administrator for correction.
- Once the state LAP Administrator signs off on the checklist for these projects, he will send the contract package and the original checklist back to the district LAP administrator to be retained in their files. He will also send a copy of the signed checklist to the FAMO for retention. The state LAP Administrator will send an e-mail to the district federal aid coordinator and district LAP administrator upon certification so that they can put the project in review for submission to the FAMO. In addition, the district LAP administrator needs to make sure a copy of the signed checklist is sent to the district federal aid coordinator.
- The district federal aid coordinator will place the date of the state LAP administrator signature, in the field in FAMS designed to store this information.
- Projects that were previously authorized will still need to go through the LAP Project Certification process before any subsequent authorization modifications will be processed (including modification to convert Advanced Construction projects to regular funds).

## **M. AUTHORIZING NATIONAL BRIDGE INSPECTION PROGRAM**

The NBIS program is a districtwide program that will fall under the rules outlined in Chapter 5: Section D of this part of these Instructions and will be subject to the five-year limitation unless a documented exception is obtained from FHWA. The work improvement type should be entered as “Special Bridge” in FAMS. Each district should request to have an on-system and an off-system number set up, every two years.

The project must be in the approved STIP prior to authorization. Contact your district representative in FAMO for assistance. The route number for these FAP No.’s will begin with NBIS so that they can be more easily identified by FHWA’s Bridge Engineer.

## **N. AUTHORIZING INTELLIGENT TRANSPORTATION SYSTEM (ITS) PROJECTS**

Intelligent Transportation System (ITS) projects must be sent to the FHWA ITS engineer for determination of oversight status. If the project is designated as oversight/PoDI, task work orders or scope of services must be approved by the FHWA ITS engineer prior to authorization. Modifications that increase the total project cost or significantly change the approved scope must also be approved by the FHWA ITS Engineer.

## **O. AUTHORIZING PROJECTS IN LOCAL GOVERNMENT**

### **ADVANCE/REIMBURSEMENT PROGRAM WHERE REPAYMENT IS WITH FEDERAL FUNDS**

It is not necessary to associate the A8 payback phase of a project in FAMS because this would create an inflated appearance and overstate the financial impact of the project. The locals are providing the funds to the department to advance the project into a more current year of the adopted work program and they will be paid back when the project was originally scheduled. A note should be added on the Federal Project Information (FP Info) screen in FAMS indicating that the A8 phase does not need to be associated.

## **P. AUTHORIZING PROJECTS WITH STATE INFRASTRUCTURE BANK (SIB) LOANS WHERE REPAYMENT IS WITH FEDERAL FUNDS**

The State Infrastructure Bank (SIB) is a revolving loan and credit enhancement program consisting of two separate accounts. The federally-funded SIB account is capitalized by federal money matched with state money as required by law; the state-funded SIB account is capitalized by bond proceeds and state money only. SIB funds may be loaned to a variety of public and private entities, and may be used for various forms of financial assistance such as subordinated loans, interest subsidies, letters of credit, capital reserves for bond financing and construction loans.

Federal payback of SIB loans federalizes the entire project and all normal federal requirements must be fulfilled prior to letting the project. Additionally, all repayments with federal (FHWA) funds must be authorized in FAMS for the total of all future loan repayments before any loan proceeds are disbursed.

The estimate summary sheet for letting projects should not include the payback phases because this would potentially make the project appear to be in excess of the STIP/TIP amendment threshold.

All right of way land acquired using the federally-funded SIB must be in compliance with Public Law 91-646, Uniform Relocation Assistance and Real Property Acquisition policies Act of 1970, as amended and all state/federal laws and rules governing Right of Way acquisition by the department.

See the State Infrastructure Bank chapter, Programming Guidelines section for additional guidance and programming examples.

## **Q. AUTHORIZING PROJECTS WITH TRANSPORTATION INFRASTRUCTURE FINANCE AND INNOVATION ACT (TIFIA) LOANS**

The Transportation Infrastructure Finance and Innovation Act of 1998 (TIFIA) established a new federal credit program under which the United States Department of Transportation (USDOT) may provide three forms of credit assistance - secured (direct) loans, loan guarantees, and standby lines of credit for surface transportation projects of national or regional significance. The program's fundamental goal is to leverage federal funds by attracting substantial private and other non-federal co-investment to help finance critical improvements in the nation's surface transportation system. The USDOT uses a merit based system to award credit assistance to project sponsors for eligible projects, taking into account statutory selection criteria. After approval of a project and completion of negotiations, the USDOT executes a credit agreement that is the definitive legal agreement between the USDOT and the project sponsor specifying all terms and conditions of the TIFIA credit assistance.

Although the repayment is with state funds, a project that includes federal TIFIA loans as part of the funding becomes federalized. A FAP No. will not be assigned since TIFIA doesn't flow through our normal federal authorization process. TIFIA loans are obtained through electronic funds transfer directly from FHWA into the State Transportation Trust Fund, well ahead of the time of the construction letting. There may be times when a FAP No. will be assigned for tracking purposes and additional assurance that oversight responsibilities are being fulfilled.

Nonetheless, if any part of a contract is funded by federal dollars then the entire contract becomes federalized and subject to all the federal contract provisions such as Davis-Bacon, Buy America, etc.

See the Overview of Major Programs chapter of these instructions for more detail or <https://www.fhwa.dot.gov/majorprojects/>.

## **R. AUTHORIZING FEDERAL LANDS ACCESS PROGRAM PROJECTS**

The Eastern Federal Lands Highway Division holds a Program Decision Committee meeting with the Federal Aid Management Office, FHWA, and the designated Local Representative (LPA) such as the Florida Association of Counties each year. For more information see: <https://flh.fhwa.dot.gov/programs/flap/>

Work Program Fund: PLH

FDOT soft-matches all FLAP projects in Florida by policy.

The CFDA Number for this program is 20.244

FAMO will create a PR2 form for the initial authorization or modification for submittal to Eastern Federal Lands Highway Division. FLAP projects are not transmitted to FHWA. Once the approved PR-2 funds obligation document is loaded in Delphi as a purchase order, FAMO will bypass to approved in FAMS. OOC will apply the agreement and the project will bill through the normal federal weekly bill.



- Obligations of EFLHD funds are done with Work Program Fund PLH and awards are for a fixed amount as detailed in a project specific Memorandum of Agreement (MOA) between the LAP certified applicant, FDOT, and EFLHD.
- FDOT is also able to sponsor projects and deliver an FDOT managed solution that meets the intent of the FLAP program.
- Funds are obligated in USDOT’s Delphi accounting system but typically bill for reimbursement of expenditures back to FDOT through FHWA’s normal weekly federal bill.

Locally Administered Projects (LAP) are often used as the project delivery method where FDOT reimburses the Local Agency first, upon submittal of a properly prepared invoice package, and then EFLHD reimburses the Department. Any project application submitted to the PDC from an applicant that is not FDOT, LAP Certified will be rejected as ineligible.

## **S. REQUIRED STATISTICAL INFORMATION IN FAMS AND FMIS**

### **1. ENVIRONMENTAL CLEARANCE INFORMATION**

The date (month, day and year) of the environmental clearance Class of Action must be present on Federal Authorization Requests when funds will be authorized for Construction or ROW acquisition (unless the AROW item group has been programmed for Advanced Acquisition and in accordance with the FDOT ROW Manual).

Pursuant to 23 United States Code (U.S.C.) § 327 and the implementing Memorandum of Understanding (MOU) executed on December 14, 2016, the Florida Department of Transportation (FDOT) has assumed Federal Highway Administration's (FHWA's) responsibilities under the National Environmental Policy Act (NEPA) for highway projects on the State Highway System (SHS) and Local Agency Program (LAP) projects off the SHS. In general, FDOT's assumption includes all highway projects in Florida whose source of federal funding comes from FHWA or which constitute a federal action through FHWA. This includes responsibilities for environmental review, interagency consultation and other activities pertaining to the review or approval of NEPA actions. Consistent with law and the MOU, FDOT will be the Lead Federal Agency for highway projects with approval authority resting in the Office of Environmental Management (OEM).

In FAMS, one of the following valid values will be required for authorization depending on the phase of work being authorized:

- Categorical Exclusion - District documented (Type 1 under department PD&E procedures);
- Categorical Exclusion - OEM documented (Type 2 under department PD&E procedures);

Other environmental clearance type Class of Action selections when issued by OEM (or FHWA prior to 7/14/2016) are available options in FAMS from the drop-down menu when applicable (i.e.: Environmental Assessment, Finding of No Significant Impact (FONSI), Record of Decision or Environmental Impact Statement (EIS)).

There are two selections (ENVIR. ASSESSMENT and ENV. IMPACT STATEMENT) which would only be utilized to authorize preliminary design on a D/B project where the final design (at 60% plans) would not be able to commence until a ROD or FONSI were received. Ordinarily, on a traditional low bid/build project one of the Categorical Exclusions, FONSI or ROD would be in hand and should be selected.

## **2. CONGRESSIONAL DISTRICTS**

Projects with a valid Roadway ID in FDOT’s Roadway Characteristics Inventory are added to the Department’s Linear Reference System (LRS) each year until all public roads are mapped as part of our LRS as required. FDOT updates FHWA’s Highway Performance Monitoring System (HPMS) each year on an annual basis with the new LRS files, typically becoming effective in October in FMIS.

FAMS utilizes an extract of the annual HPMS submittal to determine if FMIS will be able to geospatially derive the Congressional District. If the FHWA improvement is not a roadway, or otherwise not part of our LRS, the user will be prompted to input a valid Congressional District for the County where the project is located. FAMS Maintain Location Detail page also has a link to FDOT’s Enterprise Geographic Information System for projects which are funded by Urban Area attributable funds such as SU, ACSU, GFSU, TALU, or ACTU where there is a distribution area that begins with X01 thru X17.

## **3. PROJECT COMPLETION AND ESTIMATED CONSTRUCTION DATES**

The “Project Completed” date in FAMS should be entered from the final inspection date that the resident engineer signed the “Final Inspection and Acceptance of Federal-Aid Project” form number 700-010-32 available at: <https://fms.fdot.gov/Form?filter=office:40>. These may be signed by a local public official if an engineer is not on staff but may not be signed by a consultant.

The “Estimated Construction” date field should be the day that construction is anticipated to begin and should always be prior to the project completion date.

Project completion dates are not required on the project for R/W and PE phases unless earmark, demonstration, or discretionary funds are being utilized.

Period of Performance end dates should be maintained so that they don’t expire. Standard closing activities are typically estimated to be 14 months after the contract end date for most projects.

## **T. USING THE “COMMENTS” AND “NOTES” FIELDS IN FAMS AND OTHER MISCELLANEOUS INFORMATION**

In general, comments should summarize the modifications being requested on the project. These will be transmitted with the project and will be reviewed by FHWA prior to approval. They should not include information which is department specific, such as phase numbers or obscure activity work codes which may be superfluous information to FHWA.

Notes, on the other hand, which are reviewed by both the district and central office federal aid staff, are an excellent method of capturing any relevant information to explain irregularities, status changes,

special exceptions, dates, or other useful information. These are not transmitted to FHWA and will appear each time project edits are generated during the review process.

## **1. BOILERPLATE CONTRACT LANGUAGE FOR LAP PROJECTS**

This provision has been added to new local agency program (LAP) and joint participation agreements (JPA), and emergency agreement contracts. LAP example:

“If Agency fails to timely perform its obligations in submitting invoices and documents necessary for the close out of the project, and said failure results in a loss of the remaining unbilled federal (FHWA) funding either by federal withdrawal of funds or loss of state appropriation, Agency will be responsible for the remaining unbilled federal funds on the project. No other funds will be provided by the department. Agency waives the right to contest such removal of funds by the department, if said removal is directly related to federal (FHWA) withdrawal of funds or loss of state appropriation due to local Agency’s failure or nonperformance. In addition to loss of funding, the department will consider de-certification of said Agency for future LAP projects.”

The OOC, in consultation with the Office of General Counsel, has updated the Locally Funded Agreements Financial Provisions and Processing, Procedure 350-020-300 and the Financial Provisions for All Department Funded Agreements Procedure 350-020-301, have been updated to reflect the current boilerplate in the most recently published procedures. In addition, if there is not already a start date in the agreement, language must be added setting a date certain by which the project must begin or the agreement becomes null and void. There should already be an end date. This will allow the department to pull the funding if the project does not start in a timely manner and FHWA requires the funds to be deobligated.

## **2. DEPARTMENT FINAL INSPECTION AND ACCEPTANCE FOR EMERGENCY RELIEF (ER) PROJECTS**

There is a Final Inspection and Acceptance website form accessible from the Infonet → Offices → Work Program SharePoint → Work Program Applications → Federal Project Information → Final Acceptance Form, which will link to the following location:

<https://owpb.fdot.gov/federalaid/FinalAcceptance.aspx>

The form should be processed by contract number. All the FPN, the amounts for each financial project, DDIR number(s) if applicable, and federal aid numbers will appear and can be selected for inclusion in the automated form. This form has been updated to be consistent with the official FDOT form but does not yet have an electronic signature field capability in the application. Printing to .pdf and signing electronically can be accomplished with a variety of FDOT standard software like Nuance or Adobe. This form was primarily developed to expedite final acceptance or Emergency projects.

Final Inspection and Acceptance for a contract that has more than one FAP No. or multiple projects that will be completed at different times may be closed by FPN. When the contract number is entered, the form will be populated with all of the associated phase/project(s) which are associated to that contract number and only those portions of the contract that are being final accepted should

be selected. If all of the associated FPN are not selected, when the Print Suitable format button is selected, a note will be automatically inserted indicating: Note: This is a partial contract closeout.

### **3. INTERSTATE PROJECTS AND CAPACITY WORK MIXES**

Projects on the interstate which are adding capacity through lanes will default to an 80/20 participation rate in FAMS for the soft-match calculation. Projects will still be entered at 100% on the AR Detail and the soft-match will be displayed on the FAR Update screen once the project has been submitted to review.

Projects for the reconstruction or new construction of bridges, interchanges, and over crossings along existing interstate routes, including the acquisition of right-of-way where necessary are not considered capacity and is eligible for 90% participation.

If there is any capacity work on the project that is adding through lanes, we will soft-match at 80/20. The amount of state and local funds associated to the project will affect the actual amount that is recorded for the project for the soft match calculation. Some work mixes are designated as optional, as to whether capacity is being added such as:

0022 - Bridge Replacement;

0238 - Pedestrian/Wildlife Overpass, as to whether capacity is being added; and

8420 - Intermodal Hub.

The FP Info page must be updated as to whether capacity is being added, or not, prior to any authorization requests being pulled. The system will not allow a pending authorization until this field has been updated by the district federal aid coordinator. This determination should be made based on the plans and in consultation with the project manager.

The following work mixes have been identified as capacity work types and will default to added capacity in the system. The following workmixes will not allow changing the Interstate added capacity value:

0002	NEW ROAD CONSTRUCTION
0020	NEW BRIDGE CONSTRUCTION
0023	BRIDGE-REPLACE AND ADD LANES
0025	BRIDGE-REHAB AND ADD LANES
0213	ADD LANES & RECONSTRUCT
0218	ADD LANES & REHABILITATE PAVEMENT
0237	ADD MANAGED LANES
0547	ADD THRU LANE(S)
2000	RIGHT OF WAY - FUTURE CAPACITY
9982	PRELIM ENG FOR FUTURE CAPACITY

#### **4. PAYBACK PHASES FOR LOCAL GOVERNMENT REIMBURSEMENTS**

A note should be added on the Federal Project Information (FP Info) screen in FAMS indicating that the A8 phase does not need to be associated if it is part of a local government reimbursement.

#### **5. EDIT ERRORS**

Any edit error that cannot be corrected must include a legitimate explanation to proceed with federal aid authorization. Certification and transmission of projects with edit errors will be evaluated by the FAMO coordinators in central office on a case by case basis.

#### **6. ESTIMATING FUEL OVERRUNS**

FHWA has approved authorizing the estimated fuel/bituminous overruns that are expected to occur over the lifecycle of a construction project. These will be tracked by pay item and Activity 209 and will periodically be adjusted to actual amounts as other modifications to the project are needed. This should reduce the number of authorization requests for the project in the Federal Authorization Management System because the funds would be authorized in advance.

Please do not encumber these amounts. The OOC's current process will continue and they will be paid as unencumbered disbursements.

Please indicate in the FAMS comments the amount of the modification and that the increase is for "Anticipated Fuel/Bituminous Adjustments." The estimate should be added to the phase 52 of the construction project based on current prices and the remaining term of the contract.



**PART V - CHAPTER 1: PRODUCTION MANAGEMENT**

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## **PART V - CHAPTER 1: PRODUCTION MANAGEMENT**

### **A. INTRODUCTION**

The duties and responsibilities of the Central Office (C/O) Production Management Office are divided into the following main areas: plans processing, performance/production reports, statewide baseline measurement for consultant and letting plans (lockdown plan) based on the adopted work program, and statewide scheduling for letting coordination.

In addition, the C/O Production Management Office serves as the focal point for other central office units to monitor and report on the performance of other departmental programs that relate to the following production activities:

- Freight, Logistics and Passenger Operations
- Florida Rail Enterprise
- Right of Way
- Maintenance
- Construction
- Value Engineering
- Contracts Administration
- Estimates
- Advanced Production
- Federal-Aid Obligations.

The monthly performance report and the Florida Transportation Commission (FTC) annual reports reflect how well the Department performed based on the annual lockdown plans.

### **B. LOCKDOWN PLANS**

#### **1. OVERVIEW**

Once a year prior to July 1<sup>st</sup>, the Secretary adopts the Five-Year Work Program. The first year of the Five-Year Work Program contains the construction projects that are funded and scheduled to be delivered by June 30<sup>th</sup> of the following year. The Lockdown plan is based on the first year of the Five-Year Work Program.

The annual lockdown plans are created by C/O in collaboration with the Districts to establish monthly targets for the up-coming fiscal year's funding and project commitments. This serves as the baseline for measuring how well the Department implemented projects as compared to plans for cost and schedules.

The lockdown plan consists of the following program areas:



- Consultant Contracts
- Lettings
- Right of Way activities
- Maintenance

The lockdown plan is based on the first year of the tentative work program, created in conjunction with the Districts and Central Office and finalized in July of each year.

## **2. LETTINGS (INCLUDING LOCAL AGENCY PROGRAMS)**

The Letting Plan consists of scheduled lettings for the fiscal year greater than \$50k. Projects meeting the criteria which are added after the lockdown plan has been finalized are defined as Added Projects.

The Letting Plan captures how well the Department awarded construction projects according to the planned cost estimate and schedule to ensure the timely and cost-effective delivery of infrastructure. The goal of the Plan is to award no less than 95% of the Department's planned construction projects, and to be within 5% of the planned estimates.

The FTC measures the total construction contract dollars which are executed as a percentage of the original estimated amount. Success at contract delivery is defined as committed dollars within 5% of the planned estimates.

The number of construction contracts is also measured as the number of contracts executed compared against the number planned, with a goal of greater than 95%. This indicates that the Department has delivered the amount of infrastructure planned.

Projects scheduled and awarded at the district level shall be defined as Contract Class 7 (CC7) and design-build projects as Contract Class 9 (CC9) for construction phase 52. Award amounts must be reported monthly.

Functional areas that are measured:

- Phase 52 (Phase 58 for Local Agency Programs (LAP))
- Contract Class 1, 5, 7, and 9
- Program Areas
  - Roadway
  - Bridge
  - Bridge Repair
  - Roadway Resurfacing
  - Safety
  - Traffic Operations

- Transportation Systems 1-7, 16 (highways and bridges)
- Excludes fund allocation type 4 (non-budgeted)
- Excludes push-button contracts

Credit is given in the month the project was let and the intent to award has been posted.

### **3. CONSULTANTS (INCLUDING LOCAL AGENCY PROGRAMS)**

The Consultant Plan captures how well the Department negotiated consultant projects according to the planned cost and schedule. The goal is to execute no less than 95% of the Department's planned consultant projects and within 5% of the planned estimate.

The Consultant Plan consists of new or unexecuted contracts, planned supplemental agreements, and task work orders scheduled to be encumbered for the fiscal year that are greater than \$50k. After the Lockdown Plan has been finalized, new consultant contracts, supplemental agreements, and task work orders over \$50k will be reported as "Added Production."

The FTC measures the plan by the consultant contract dollars executed as a percentage of the original estimated amount, to be within 5% of the planned estimate. Each district should provide Central Office Production Management the monthly commitment of funds for the consultant acquisition plan plus any added projects.

Functional areas measured are:

- Phases 12, 22, 32, 42, 62 (x8 LAP)
- Transportation Systems 1-7, 13, 16
- Excludes: Program numbers 40, 96, IS, SD, and fund allocation type 4 (non-budgeted)

Credit is given in the month funds are authorized and committed against the original plan.

## **C. SCHEDULING**

### **1. OVERVIEW**

Accurate scheduling is required to ensure successful project delivery within a specified timeline and balancing the workload of projects throughout the production year. This provides the Department and contracting vendors a plan for a steady workflow throughout the year and ensures a more competitive market for bidding on projects.

Department offices and customers require up-to-date project schedules to plan and program support activities, including activities associated with available funding.

Project scheduling is a decentralized function with oversight from C/O. The District and Turnpike production units are fully responsible for scheduling projects and developing reports to manage and deliver the statewide projects in the Five-Year Work Program.

The Department uses Primavera to maintain and create schedules. A set of licensed clients have been purchased for each district and are supported by an annually renewed statewide maintenance contract.

PSM is a mainframe database and reporting application that is integrated with other departmental management systems, including those in the Office of Comptroller (OOC), the Federal Aid Management Office (FAMO), and the Office of Work Program and Budget (OWPB). The Department's mainframe PSM system receives its data via regular transfers from each district's production Primavera databases.

It is essential that all federal funds are obligated within the federal fiscal year to ensure maximum benefit. To ensure these federal funds are obligated, the Obligating Authority (OA) Report (using PSM schedules) is used to determine when the authorization of the federal funds can be expected.

The Districts, C/O Production Management, and FAMO will monitor the PSM schedules monthly to ensure the federally funded project activities are scheduled in the same fiscal year in which they are programmed in the Five-Year Work Program. All phases listed in Appendix D10 of these instructions must have the defined Activity Event (AE) programmed in PSM.

Critical timeframes for uploading schedules are:

- Plans processing for monthly letting (monthly)
- Federal aid obligation authority plan (monthly)
- Projections for lettings in the monthly production reports (monthly)
- Reviewing of the tentative work program (annually)
- Statewide lockdown plans (annually)

All projects programmed in the Five-Year Work Program must have complete schedules loaded in both Primavera and PSM for the annual central office review of the tentative work program. Production schedules and dates must be aligned with funded year and phase activities, see Appendix D10. Reports such as the WPA/PSM report, "Richard's report", and the Let1Year report are used to do this analysis.

Scheduled lettings must be maintained for the first five years of the tentative work program, and are reported by C/O Production Management for the Central Office review and other executive needs.

The letting plan for the first year of the tentative is reviewed from a statewide perspective to ensure balanced lettings in terms of dollars, type of work, and number of projects let each month to ensure a competitive market. Consultant phases (12, 22, 32, 42, and 62) in the first year of the tentative are reviewed for proper schedules and commitment dates that support production.

The following AE's are mandatory for all project schedules:

- AE 253 Planning Contract Executed – Phase 12 (PLN)
- AE 239 Project Development and Environmental (PD&E) Contract Executed – Phase 22 (PDE)
- AE 233 PE Contract Executed – Phase 32 (PE)
- AE 127 R/W Consultant Contract Executed – Phase 42 (R/W)
- AE 208 Letting Date or AE 283 Open Design-Build Bid – Phase 52 (CST)

- AE 203 Construction Engineering and Inspection (CEI) Consultant Contract Executed – Phase 62 (CEI)
- For a complete list see Appendix D10

The C/O Production Management Office and the Financial Management Support Office, in conjunction with District Production Management, develop reports used by departmental managers to monitor, manage, and make decisions. These reports are housed on the OWPB Production Management SharePoint site and in TSO FMREPORT.

## **2. PROGRAMMING GUIDELINES**

PSM schedules must remain in PSM even when all phases of a project have been completed. PSM activity events are used by other departmental systems like the Right of Way Management System. The removal of these schedules has an adverse affect on these dependent systems and the ability to report from them.

Any project with R/W phases programmed in the first five years of the tentative work program must have a R/W schedule in PSM, and must be completed prior to AE 204 (Production Date), except for design-build contracts.

On Design-Build projects (CC9), the districts are responsible for ensuring that R/W activities are complete and a R/W certification for construction (AE 255) is issued prior to the start of construction.

Design-Bid projects (CC1 and CC7) with a 30 day advertisement require R/W certification for construction (AE 255) to be scheduled at least 60 days prior to the letting date (AE 280).

On lump sum projects that require a pre-bid meeting and have a 60 day advertisement, R/W certification for constructions (AE 255) must be scheduled at least 90 days prior to the letting date (AE 280).

Please see the Right of Way chapter of these instructions for phase detail and scheduling guidelines and for required activity event codes please reference Appendix D10.

## **D. ADVANCED PRODUCTION POTENTIAL (APP)**

### **1. APP OVERVIEW**

The department occasionally receives unexpected funding from various sources during the fiscal year. This, along with low bids, creates the need for advanced production to consume the available funds.

The APP report provides a list of projects that can be advanced to the current or future fiscal years. This ensures production readiness, as funding must be converted to infrastructure quickly before it expires.

The districts must maintain a universal list of prioritized projects of all phases which could be advanced using the APP Report. When such production is required, the department immediately implements a plan using the list of projects that can be advanced to ensure all funds are used with appropriate budget and timeframes provided.

The APP report is broken down into two categories, the APP and the APP+. All projects on the APP list should be programmed in versions G1, AD, AM, or CA, excluding Strategic Intermodal Systems

(SIS) projects with a capacity work mix. APP+ projects are identified as both SIS and capacity work mixes. CAP+ is a group of capacity work mixes that exclude program numbers 39, 52, 61, 78, and SB.

Projects designated as APP must be able to advance as shown on the APP report.

The current scheduled activities must be maintained as programmed in FM unless advanced.

These instructions provide the guidelines by which such a list will be developed and maintained on the APP report.

## **2. APP CRITERIA**

Projects must meet the following criteria to be added to the APP Report:

- Projects must be able to advance.
- Projects must be programmed in one of the following versions: AD, G1, AM, or CA.
- The item group identifier APP must be added to the WP03 screen in FM.
- All Contract Classes are eligible except CC8 (boxes).
- Must include comments using activity event 600 to communicate priority and benefit to the state or region.
- Comments are limited to 60 characters.
- Priority designation is established in the comments and should be listed in numerical order (#01, #02, #03) to denote the District Secretary's priority.
- The funding need amount must be in Present Day Costs (PDC).
- Must have the APP Approve by Date activities (AE 501-509) and APP Advance Date activities (601-609) with the appropriate activities for each phase to indicate the month/year to which the phase group can be advanced (See Appendix D10).
- System preservation type projects are not eligible, i.e. resurfacing, bridge replacement, and trails.

Example: There could be a project scheduled for Phase 32 execution (activity 233) in FY2021 and scheduled for letting date (activity 280) in FY2022. District Leadership decides this project can advance a year. So now enter both an approval date and an APP date for both the phase 32 execution (50332xxxx and 60332xxxx) and the letting (50552xxxx and 60552xxxx).

## **3. APP REPORTING**

The APP can show different attributes based on what information is required.

Report Options:

- 6 Year Detail: lists projects designated as APP for 6 years.

- 6 Year Summary: produces a table for the projects designated as APP, by district and phase grouping.
- 11 Year Detail: list projects designated as APP in current year plus 10 years.
- 11 Year Summary: produces a table for the projects designated as APP, by district and phase grouping.

Show Options:

- Show SIS Capacity projects only (APP+): Displays SIS projects with a capacity work mix.
- Exclude SIS Capacity projects (APP): Displays all projects excluding SIS projects with a capacity work mix.
- Show All: Displays all projects designated APP.

Additional Information:

- If “Approve By Date” is within 30 days of expiring, it will be highlighted in orange.
- If “Approve By Date” has expired, it will be highlighted in red.
- An extra column titled “> 20XX” is included to indicate additional funding beyond the years selected.
- Construction and CEI estimates are calculated using the inflation factor for the year into which the project is being advanced.
- All trailing phases in the project pipeline should be shown based on the potential advanced date of the previous phase.

#### **4. APP MAINTENANCE**

The districts are responsible for reviewing and updating the APP report monthly, per executive policy. Maintenance of the APP includes but is not limited to:

- Verify project schedules to confirm phases are still ready for advancement with no delays. If the date shown for approval has passed, a new approval date should be entered or the APP designation removed
- Verify monthly that project phases are aligned with the programming in FM. For example, if phase 56 Construction Utility has been programmed then it needs to be added to the APP.
- Verify project coordination and identify any let together (G/W) projects and projects following or adjoining projects.
- If a project phase gets funded for advancement, the item group APP needs to be replaced with item group APYY (with YY representing the fiscal year funding has been advanced / programmed to). If the project has additional phases that could be advanced, the Item Group APP would be used in addition to APYY.
- Current scheduled activities should remain as programmed in FM.

- If a project needs to be removed from the APP Report, the item group APP should be deleted and the PSM activities removed from the schedule.

## **5. APP EXECUTIVE TRACKING AND REPORTING**

As part of the production management report for the Executive Board's monthly performance review meeting (see calendar for dates), advanced production potential will be assessed and reported by C/O Production Management using the APP Report.

Central Office runs the APP report during the first full work week of each month. For Monthly performance review, C/O Production Management will separate the APP report into two categories: APP+ and APP.

See Part III – Chapter 36 of the Work Program Instructions to learn more on SIS.

## **E. LETTING PROCESS**

### **1. OVERVIEW**

C/O Production Management is the lead office for processing federally-funded construction contracts (phase 52) let in Tallahassee (CC1). Design-build contracts (CC9) are let in the district. Effective July 1, 2016, all solely state-funded construction contracts (phase 52) will be let in the district (CC7). Refer to Procedure 375-000-001 Road and Bridge Contract Procurement for exceptions.

The construction letting process for C/O lettings (CC1) starts with the critical dates chart. This chart sets the monthly letting dates (the dates bids from the contractors are opened) for each month of the year for projects to be let in Tallahassee. This chart provides the critical milestone dates to ensure a successful letting, starting with the date the contract packages (plans, specifications, and bidding documents) are electronically transmitted to Tallahassee and ending with the letting date.

Effective July 1, 2016, 60-day advertisements are required for all of the following regardless if phase 52 is state or federally funded:

- Contracts which include a mandatory pre-bid meeting
- Contracts which include projects with the following work mixes:
  - 0023 Bridge – Replace and Add Lanes
  - 0025 Bridge – Rehabilitate and Add Lanes
  - 0213 Add Lanes and Reconstruct
  - 0218 Add Lanes and Rehabilitate Pavement
  - 0236 Interchange Add Lanes

If an exception is needed, the Assistant Secretary of Engineering and Operations can issue exceptions on a case-by-case basis.

Central Office Lettings are tracked using the statewide processing list, which tracks all required documents and approvals prior to a CC1 projects being advertised for a letting. This web-based application is fully integrated and refreshed each night with updated project information.

The processing list is controlled by the C/O Production Management Office, which verifies that every project scheduled for each letting meets all state and federal requirements. Examples of required documents are: Contract File Index (CFI), PE certification, permits clear, railroad clear, and R/W certification.

Other offices that supply check points and verify information on the processing list are: Federal Aid Management Office, State Estimates Office, State Final Plans Office, the Office of Right of Way, and the Office of the Comptroller.

As projects are advancing toward a letting, status updates allow monitoring and corrective action as needed of the scheduled key activity dates through reports.

Funds must be approved (local funds must be on deposit) and federal authorization obtained prior to advising the Contracts Administration Office as to which projects should be advertised.

## **F. PRODUCTION MANAGEMENT REPORTING**

Each month the C/O Production Management staff, in conjunction with the districts, update the consultant acquisition and contract letting plans based on the fiscal year's lockdown program.

The central Offices of Right of Way, Construction, Maintenance, FLP/Rail, Contracts Administration, Design (Value Engineering Program), Estimates, and FAMO provide updates to their programs as well. The updates are maintained in C/O production management files and summarized in the monthly performance report, presented at the monthly performance review meeting.

The monthly report contains both performance and production monitoring of the delivery of the Department's plans and programs. The performance report highlights program areas which fall above or below established targets in order to track how well the Department is executing the plan.

The production management report tracks the following plans and programs by individual districts and statewide totals and includes them in the monthly performance report:

- Consultant Acquisition Plans by dollar and number
- R/W Certification Plans
- R/W Program Expenditures Plans
- R/W Eminent Domain Litigation Parcel Inventory
- R/W Surplus Property Summary Report
- Advanced Production Potential (APP) and APP+
- State Wide Acceleration and Transformation (SWAT)
- Work Program Amendments
- Addenda/Revisions for Contract Class 1 Projects
- Project Lettings



- Monthly Bid Analysis
- Construction Average Cost and Time Increases
- Value Engineering/Cost Savings Initiative Reports
- Contract Maintenance
- Freight, Logistics and Passenger Operations Programs
- Florida Rail Enterprise Program
- Local Agency Program for Consultant Acquisitions and Contract Lettings
- Federal Aid Highway Program

## **G. REFERENCES**

Section [337.11](#), Florida Statutes

[Procedure 350-020-200, Contract Funds Management Funds Approval](#)

[Procedure 375-000-001-v, Road and Bridge Contract Procurement](#)

[Procedure 575-000-000, Right of Way Manual](#)

[Procedure 600-010-001-f, Preparation of the Authorization/Official Construction Cost Estimate & Contract Bid Review Pkg](#)

[Procedure 625-000-002, FDOT Design Manual](#)

[Procedure 700-000-000, Construction Project Administration Manual](#)



# Office of Work Program and Budget Program Allocation Guide

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## Introduction

This guide describes the processes, assumptions, and requirements used to develop the Work Program Fund Allocations of the Florida Department of Transportation.

It is best viewed as the funding mechanism which implements the department's Program Plan. The funding plan is transmitted in the form of a document entitled "Schedule A" (see sections 4 and 5). Schedule A specifies and distributes the estimated funds legally available in the current and ensuing five years.

Legally apportioned funds are subsequently constrained by Obligating Authority (OA) limits imposed by the Congress and the Federal Highway Administration.

The department uses the term 'Obligating Authority Constraint' to designate the shortfall, i.e., the difference between Apportionments and Obligating Authority.

OA constraints are shown in Obligating Authority Constraints Section 3. Also they are displayed in the Program Accomplishment Report (PAR) as a deduction from Apportionments. OA is not distributed by law or formula: it is strategically assigned to protect or optimize program and production levels. Section 3 explains the Obligating Authority Plan.

2018 Allocations and Suballocations are based on the FAST Act (Fixing America's Surface Transportation Act).

## Section 1 - Fund Distribution Factors

The model, Master Tables - Fund Distribution Factors, records the fund distribution factors which are used to allocate work program funds in accordance with state and federal law and policy. The legal authority and method for each fund is detailed in Exhibits 1-3 in Appendices, Work Program Fund Allocations. The model includes:

- 1 The Statutory Formula table is updated annually from data supplied by the Finance and Revenue staff of the Office of Comptroller. Currently, the data is a spreadsheet titled "Schedule A Allocations" which details population and collections by county, and then rolls up the information by District. The new formula is applied to future years only, since the current year went to public hearing under the old formula.

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- 2 The Population Shares table reflects data from the 2010 U.S. Census.
- 3 The Resurfacing Needs table is provided by the Program and Resource Allocation Staff in the Office of Work Program and Budget. The data is based upon the latest resurfacing need inventory and analysis.
- 4 The Rural table is used to distribute the SN suballocation of the Surface Transportation Block Grant Program and TALN of the Transportation Alternative Program. By department policy, SN and TALN funds are distributed to districts based upon their share of State Rural System Centerline Miles. The table is adjusted annually with the annual Transportation Planning Statistics report.
- 5 The DIHT (State 100% in-house product support and indirect cost) table is used when computing the district's individual shares of DS funds. Since 1996, the DIH shown in Schedule A is based upon direct cost only. In the DS formula, it was the intent of the Department to distribute DS based upon the total of available district DS plus total DIHT, including overhead, multiplied by the statutory formula and less the individual district's DIHT. The DIHT table combines each districts direct and indirect costs.

### **Section 2 - Apportionments**

The Schedule of Available Funds records estimated FAST Act Apportionments using the Federal Aid Revenue Forecast prepared by the Office of Work Program and Budget. In the Schedule of Available Funds:

- 1 Actual current year Apportionments are recorded when received from FHWA on, or about, October, annually.
- 2 The HP and HR program percentage levy, which is required by the FAST Act to be deducted from the Apportionments, is performed.
- 3 Any approved Fast Act transfers on the federal books, made at the state's request, are shown in federal dollars.
- 4 Releases of Obligating Authority versus Apportionments are also recorded.
- 5 The various suballocations of the Surface Transportation Block Grant and Transportation Alternative Programs required by the FAST Act are computed. Exhibit 3 provides a detailed suballocation logic diagram.

The final apportionment table is published in the Work Program Instructions Appendix A.

### **Section 3 - Obligating Authority Constraints**

The Obligating Authority Plan, performs the following functions:

- 1 Records the estimated Obligating Authority provided by the Office of Work Program and Budget, DOT.
- 2 Updates the current year when a formal obligating release letter is received from the FHWA.

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- 3 Applies the OA constraints against the programs in such a fashion as to preserve previously approved projects and production levels wherever possible, in accordance with the strategic and policy actions of the DOT Executive Board.
- 4 Utilizes internal balancing controls to show that no more, or no less, than the authorized constraints are assigned.

### Section 4 - Federal Fund Allocations

The model, Schedule A - Federal Fund Allocations, produces the federal funding portion of Schedule A and performs the following functions:

- 1 Records the balance forward in each federal fund from the Federal Aid Reconciliation model (FRECON.XLS) and any subsequent adjustments thereto.
- 2 Records current year apportionments provided by FHWA and the department's future year estimates of apportionments. Distributes same in accordance with law and department policy, respectively.
- 3 Constructs upload records to record these distributions in the department's Program Accomplishment Report (PAR).

### Section 5 - State Fund Allocations

The model, Schedule A - State Fund Allocations, provides that portion of Schedule A which deals with non-federal funds and records or calculates the distribution of non-federal funds under the control of the department. These include the State Transportation Trust Funds and Bond funds. The State Funds model includes:

- 1 Right of Way and Bridge Bonds funds (BNxx) reimbursed by bonds are provided by the Office of Work Program and Budget.
- 2 Public Transportation needs based programs, required uses of 100% State (DPTO) and District Dedicated Revenue (DDR), and the Ports program (PORT) are developed by the Public Transportation staff in conjunction with the Office of Work Program and Budget.
- 3 The Transportation Disadvantaged Commission funding detail is provided by their staff.
- 4 The Small County Road Assistance Program (SCRAP) (a.k.a. Small County Resurfacing Assistance (SCRA) Funding is allocated to the individual "Small Counties" having a population of 75,000 or less according to the 1990 Census Data. In addition, at a minimum these "Small Counties" must have enacted the maximum rate of the Local Option Fuel Tax authorized by 335.025(1)(a) F.S. (i.e., at least 6%) to receive these funds.

The Growth Management for Small County Outreach Programs (GRSC), 2012 SB 1998 - Small County Outreach Program (SCED) and Small County Outreach Program (SCOP) Funds were allocated to the individual counties within the department's districts having a population of 150,000 or less based on the population estimates as of April 1st each year. However, for FY 2015-16, the Implementing Bill (SB 2502A, section 62) modified the definition of small county, increasing the population threshold to 165,000 or less. Further, beginning in FY 2016-17, section 339.2818, F.S. was amended (by HB 7061, Ch 2016-239, s. 45, Laws of Florida) to modify the definition of small county, increasing the population

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threshold to 170,000 or less. (The implementing bill also contained the change in the population threshold.) These estimates are officially received from the Office of Economic and Demographic Research (EDR) on November 1st (via the EDR website).

The Rural Areas of Economic Opportunity (SCRC) funds are made available for eligible municipalities and communities within rural areas of economic concern, as designated by the Governor.

- 5 District Dedicated Revenue (DDR) is a straight-forward representation of SCETS tax actual receipts less commitments plus estimated receipts -- attributed to individual counties within the department's districts. Schedule A -- State Fund Allocations reflects the district amounts, whereas the DDR Report shown in Section 6 provides the county detail. Beginning in 2012, the department made a policy decision to soft match the SU Federal Funds. Since SU Funds will be soft matched, the need to use DDR to match SU was eliminated.
- 6 100% State Funds for the Districts (DS) are comprised of needs-distributed or adjustment components (Resurfacing, Non-Formula DS and Rental car fees) and a remainder, known as Regular DS distributed by Statutory Formula.
- 7 All other program levels are developed by the Office of Work Program and Budget. Once these levels have been represented as supported in the Finance Plan of the Office of Work Program and Budget and the Comptroller's Cash Forecast they are distributed in Schedule A - State Fund Allocations, in accordance with law and policy.
- 8 FS 320.072 takes some of the motor vehicle registration fees which are going to General Revenue and redirects them to the STTF. The statute specifies how all of the initial registration fees received are to be used:
  - \$25 Million is to go for a non-motorized trail network (TLWR)
  - 3.4% for New Starts Transit (NSWR)
  - 5% for the Small County Outreach Program (SCWR)
  - 20.6% for the Strategic Intermodal System (SIWR)
  - 6.9 % for the Transportation Regional Incentive Program (TRWR)

### **Section 6 - District Dedicated Revenue (DDR)**

The DDR model is designed to show sources and uses of SCETS tax revenues by county

- 1 The model is also data-linked to a "Use" file downloaded from the WPA data base on the mainframe.
- 2 DDR data is dependent upon receipt of final year-end data from the Department of Revenue, but is usually available on, or about, August 15 of each year.

### **Section 7 - Schedule A - Work Program Fund Allocations**

Contains basic explanations of the legal and policy basis for fund allocations and distributions used in Schedule A.

### **Exhibits - Fund Matrices and Logic**

Current allocated funds are listed and described in the exhibits to the procedures.

## Schedule A - Fund Distribution Factors

### Statutory Formula

Source: FDOT OWPB Finance, Program and Resource Allocation, Last Update: 08/29/2018

District	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
01	14.09%	14.24%	14.24%	14.24%	14.24%	14.24%
02	11.31%	11.32%	11.32%	11.32%	11.32%	11.32%
03	7.43%	7.38%	7.38%	7.38%	7.38%	7.38%
04	18.55%	18.47%	18.47%	18.47%	18.47%	18.47%
05	21.09%	21.19%	21.19%	21.19%	21.19%	21.19%
06	12.65%	12.53%	12.53%	12.53%	12.53%	12.53%
07	14.88%	14.87%	14.87%	14.87%	14.87%	14.87%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

### Population Share

Source: U.S. Census Bureau, 2010 Census

#### All Areas

District	Population	% Based on Population for All Areas
01	2,658,027	14.14%
02	1,960,058	10.43%
03	1,366,092	7.27%
04	3,630,335	19.31%
05	3,692,794	19.64%
06	2,569,525	13.67%
07	2,924,479	15.55%
<b>Total</b>	<b>18,801,310</b>	<b>100.00%</b>

#### Transportation Management Areas (TMA's)

District	Population	% Based on Population for All Areas	% Based on Population for TMA's
01	1,947,733	10.36%	13.40%
02	1,065,219	5.67%	7.33%
03	574,024	3.05%	3.95%
04	3,392,086	18.04%	23.34%
05	2,626,442	13.97%	18.07%
06	2,486,340	13.22%	17.11%
07	2,441,770	12.99%	16.80%
<b>Total</b>	<b>14,533,614</b>	<b>77.30%</b>	<b>100.00%</b>

#### Non-Transportation Management Areas

District	Population	% Based on Population for All Areas	% Based on Population for Non-TMA's
01	710,294	3.78%	16.65%
02	894,839	4.76%	20.97%
03	792,068	4.21%	18.56%
04	238,249	1.27%	5.58%
05	1,066,352	5.67%	24.99%
06	83,185	0.44%	1.95%
07	482,709	2.57%	11.30%
<b>Total</b>	<b>4,267,696</b>	<b>22.70%</b>	<b>100.00%</b>

#### Transportation Management Area Detail

District	TMA	Population	% Based on Population for All Areas	% Based on Population for TMA's
01	X01	530,290	2.82%	3.65%
01	X02	643,260	3.42%	4.43%
02	X03	1,065,219	5.67%	7.33%
03	X04	333,801	1.78%	2.30%
04	X05*	1,752,679	9.32%	12.06%
04	X06*	1,263,360	6.72%	8.69%
05	X07	349,064	1.86%	2.40%
05	X08	452,791	2.41%	3.12%
05	X09	1,510,516	8.03%	10.39%
06	X10*	2,486,340	13.22%	17.11%
07	X11	2,441,770	12.99%	16.80%
01	X12	310,298	1.65%	2.14%
03	X13	240,223	1.28%	1.65%
04	X14	376,047	2.00%	2.59%
01	X15	262,596	1.40%	1.81%
01	X16	201,289	1.07%	1.38%
05	X17	314,071	1.67%	2.16%
<b>Total</b>		<b>14,533,614</b>	<b>77.30%</b>	<b>100.00%</b>

\* Consolidated into Miami TMA by 2010 Census

## Schedule A - Fund Distribution Factors

### Resurfacing Distribution

Source: FDOT OWPB Finance, Program and Resource Allocation, Last Update: 08/07/2018  
(Note: Distribution percentages for FY 2019-2021 did not change.)

Urban				Non-Urban			
TMA	FY 2022	FY 2023	FY 2024	District	FY 2022	FY 2023	FY 2024
X01	3.06%	3.18%	2.97%	01	12.79%	14.65%	14.36%
X02	5.16%	5.35%	4.99%	02	30.76%	27.38%	25.70%
X03	13.72%	11.06%	9.88%	03	29.88%	27.80%	27.14%
X04	6.16%	5.20%	4.82%	04	2.12%	4.08%	4.50%
X05	3.79%	6.61%	6.93%	05	17.65%	18.98%	20.22%
X06	3.02%	5.27%	5.53%	06	2.83%	2.83%	2.92%
X07	5.55%	5.41%	5.48%	07	3.97%	4.28%	5.15%
X08	5.49%	5.35%	5.42%	<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>
X09	10.36%	10.09%	10.23%				
X10	13.96%	12.65%	12.39%				
X11	15.26%	14.89%	17.05%				
X12	1.58%	1.64%	1.53%				
X13	3.75%	3.16%	2.94%				
X14	1.14%	1.99%	2.08%				
X15	2.57%	2.67%	2.49%				
X16	3.29%	3.42%	3.19%				
X17	2.13%	2.07%	2.10%				
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>				

Rural				
District	FY 2019 Centerline Miles (in thousands)	% Based on FY 2019 CM's for All Districts	FY 2020-24 Centerline Miles (in thousands)	% Based on FY 2020-24 CM's for All Districts
01	793.1	16.73%	793.1	16.73%
02	1,422.2	30.00%	1,422.2	29.99%
03	1,525.5	32.19%	1,526.3	32.19%
04	217.7	4.59%	217.7	4.59%
05	552.1	11.64%	552.1	11.64%
06	108.7	2.29%	108.7	2.29%
07	121.3	2.56%	121.4	2.56%
<b>Total</b>	<b>4,740.6</b>	<b>100.00%</b>	<b>4,741.4</b>	<b>100.00%</b>

Source: FDOT Transportation Data and Analytics Office, Highway Mileage Report: State Highway System

### District In-House

Source: FDOT OWPB Finance, Program and Resource Allocation, Last Update: 09/08/2018

#### Include Direct and Indirect Costs (Fund DIHT)

District	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
01	18,353,981	18,524,094	17,021,816	22,426,187	23,164,667	24,213,824
02	17,636,611	24,650,088	24,663,895	26,676,172	20,812,468	29,798,453
03	22,572,040	21,200,219	22,001,762	22,680,942	22,904,351	24,758,985
04	28,248,422	29,788,702	32,068,206	31,364,958	32,470,906	34,818,931
05	29,952,478	29,450,764	32,665,908	35,543,347	37,266,297	32,952,995
06	17,950,820	21,387,985	22,170,640	22,466,989	23,142,580	24,005,226
07	19,239,409	13,167,693	21,737,097	20,920,705	22,237,917	24,101,431
<b>Total District</b>	<b>153,953,762</b>	<b>158,169,545</b>	<b>172,329,325</b>	<b>182,079,300</b>	<b>181,999,185</b>	<b>194,649,845</b>
99	50,122,298	52,127,190	54,212,278	56,380,769	58,635,999	60,981,439
<b>Total</b>	<b>204,076,060</b>	<b>210,296,735</b>	<b>226,541,602</b>	<b>238,460,068</b>	<b>240,635,184</b>	<b>255,631,284</b>

#### Include Direct Costs Only (Fund DIH)

District	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
01	11,455,075	11,349,232	9,559,960	14,665,857	15,093,923	15,820,251
02	8,966,126	15,632,783	15,285,898	16,923,055	10,669,226	19,249,482
03	15,341,235	13,680,181	14,180,923	14,547,269	14,445,331	15,961,605
04	18,005,482	19,136,044	20,989,442	19,843,044	20,488,115	22,356,828
05	20,246,497	19,356,544	22,167,919	24,625,438	25,911,673	21,144,186
06	11,459,629	14,637,147	15,149,768	15,165,282	15,548,805	16,107,699
07	12,550,420	6,211,145	14,502,287	13,396,503	14,412,746	15,963,253
<b>Total District</b>	<b>98,024,465</b>	<b>100,003,076</b>	<b>111,836,197</b>	<b>119,166,447</b>	<b>116,569,818</b>	<b>126,603,304</b>
99	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
<b>Total</b>	<b>103,024,465</b>	<b>105,003,076</b>	<b>116,836,197</b>	<b>124,166,447</b>	<b>121,569,818</b>	<b>131,603,304</b>



## Apportionments Change Log

<u>Change Date</u>	<u>Comment</u>
9/26/2018	Initial allocation process

## Apportionments

Work Program Fund	2019	2020	2021	2022	2023	2024
Bridge Replacement Program, Off System	<b>BRTZ</b>	21,101,593	21,101,593	21,101,593	21,101,593	21,101,593
Congestion Mitigation	<b>CM</b>	14,043,707	14,365,632	14,365,632	14,365,632	14,365,632
GF STPBG Any area	<b>GFSA</b>	0	0	0	0	0
GF STPBG<200K>5K (small Urban)	<b>GFSL</b>	0				
GF STPBG <5K (Rural)	<b>GFNS</b>	0				
GF STPBG >200K (Urban)	<b>GFUS</b>	0				
Highway Planning	<b>HP</b>	30,190,999	30,998,544	30,995,661	30,995,661	30,995,661
Highway Research	<b>HR</b>	10,063,666	10,332,848	10,331,887	10,331,887	10,331,887
Set Aside of NHPP for Intersection Improvement	<b>HSID</b>	0	0	0	0	
Set Aside NHPP for Lane Departure Improvement	<b>HSLD</b>	0	0	0	0	0
Highway Safety Program	<b>HSP</b>	104,285,891	107,338,903	116,135,535	116,470,535	123,470,535
Transfer from HSP for Education	<b>HSPT</b>	9,305,000	9,320,000	335,000	0	0
National Freight Program	<b>NFP</b>	63,143,420	70,339,002	70,339,002	70,339,002	70,339,002
National Highway Bridges	<b>NHBR</b>	25,487,811	86,977,767	64,737,100	165,342,410	42,193,048
National Highway Performance Program Exempt	<b>NHEX</b>	32,621,548	32,621,548	32,621,548	32,621,548	32,621,548
National Highway Performance Program	<b>NHPP</b>	1,037,099,850	1,032,811,982	1,114,972,855	1,014,367,545	1,137,516,907
National Highway Performance Program, Resurfacing	<b>NHRE</b>	60,983,233	59,920,206	0	0	0
Metropolitan Planning	<b>PL</b>	21,883,802	22,450,526	22,450,526	22,450,526	22,450,526
Recreational Trails	<b>RECT</b>	2,602,532	2,602,532	2,602,532	2,602,532	2,602,532
Rail Highway Crossings	<b>RHC</b>	9,318,804	9,226,143	9,418,355	9,418,355	9,418,355
Surface Transportation Program, Any Area	<b>SA</b>	226,544,436	227,662,783	227,662,783	227,662,783	227,662,783
Surface Transportation Program, Not on NHS	<b>SAAN</b>	28,413,750	0	0	0	0
Surface Transportation Program, Population <= 200K	<b>SL</b>	38,790,464	40,569,163	40,569,163	40,569,163	40,569,163
Surface Transportation Program, Population <= 5K	<b>SN</b>	27,198,705	28,445,875	28,445,875	28,445,875	28,445,875
Safe Routes to Schools - Transfer	<b>SR2T</b>	7,000,000	7,000,000	7,000,000	7,000,000	7,000,000
Surface Transportation Program, Population > 200K	<b>SU</b>	224,725,734	235,030,311	235,030,311	235,030,311	235,030,311
Transportation Alternative Program, Population <= 200K	<b>TALL</b>	3,277,801	3,277,801	3,277,801	3,277,801	3,277,801
Transportation Alternative Program, Population <= 5K	<b>TALN</b>	2,298,295	2,298,295	2,298,295	2,298,295	2,298,295
Transportation Alternative Program, Any Area	<b>TALT</b>	24,565,457	24,565,457	24,565,457	24,565,457	24,565,457
Transportation Alternative Program, Population > 200K	<b>TALU</b>	18,989,361	18,989,361	18,989,361	18,989,361	18,989,361
<b>Total</b>		<b>2,043,935,859</b>	<b>2,098,246,272</b>	<b>2,098,246,272</b>	<b>2,098,246,272</b>	<b>2,098,246,272</b>

## Obligation Authority Constraints

(in thousands)

Work Program Fund	Dist	Balance Forward	Curr Year	Five Year Work Program					Five Year WP Total	Curr + 5Yr WP Total
			2019	2020	2021	2022	2023	2024		

### National Highway Performance Program

NHPP	99	(167,773)	(67,738)	(72,962)	(63,864)	(61,581)	(64,341)	(61,852)	(324,601)	(392,339)
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### National Freight Program

NFP	99	(5,453)	(4,124)	(4,969)	(4,029)	(4,270)	(3,979)	(4,242)	(21,488)	(25,613)
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### Surface Transportation Program, Population > 200K

SU	Total	(195,520)	(14,678)	(16,604)	(13,462)	(14,268)	(13,294)	(14,173)	(71,801)	(86,479)
X01	Cape Coral	(8,909)	(536)	(606)	(491)	(521)	(485)	(517)	(2,620)	(3,155)
X02	Sarasota, Bradenton	(14,675)	(650)	(735)	(596)	(632)	(588)	(627)	(3,178)	(3,828)
X12	Bonita Springs, Naples	(5,900)	(313)	(354)	(287)	(305)	(284)	(303)	(1,533)	(1,846)
X15	Lakeland	(444)	(265)	(300)	(243)	(258)	(240)	(256)	(1,297)	(1,563)
X16	Winter Haven	(341)	(203)	(230)	(186)	(198)	(184)	(196)	(994)	(1,198)
X03	Jacksonville	(9,395)	(1,076)	(1,217)	(987)	(1,046)	(974)	(1,039)	(5,263)	(6,338)
X04	Pensacola	(10,497)	(337)	(381)	(309)	(328)	(305)	(326)	(1,649)	(1,986)
X13	Tallahassee	(1,044)	(243)	(274)	(223)	(236)	(220)	(234)	(1,187)	(1,429)
X14	Port St Lucie	(5,836)	(380)	(430)	(348)	(369)	(344)	(367)	(1,858)	(2,238)
X07	Daytona Beach, Port Orange	(5,795)	(353)	(399)	(323)	(343)	(319)	(340)	(1,724)	(2,077)
X08	Melbourne, Palm Bay	(8,321)	(457)	(517)	(419)	(445)	(414)	(442)	(2,237)	(2,694)
X09	Orlando	(21,777)	(1,526)	(1,726)	(1,399)	(1,483)	(1,382)	(1,473)	(7,462)	(8,988)
X17	Kissimmee	(419)	(317)	(359)	(291)	(308)	(287)	(306)	(1,552)	(1,869)
X10	Miami, Hialeah	(43,434)	(2,511)	(2,840)	(2,303)	(2,441)	(2,274)	(2,425)	(12,283)	(14,794)
X05	Ft Lauderdale, Hollywood, Pompano	(24,015)	(1,770)	(2,002)	(1,623)	(1,721)	(1,603)	(1,709)	(8,659)	(10,429)
X06	W Palm, Boca Raton, Delray	(20,338)	(1,276)	(1,443)	(1,170)	(1,240)	(1,156)	(1,232)	(6,241)	(7,517)
X11	Tampa, St Pete	(14,379)	(2,466)	(2,790)	(2,262)	(2,397)	(2,233)	(2,381)	(12,063)	(14,529)
		(195,520)	(14,678)	(16,604)	(13,462)	(14,268)	(13,294)	(14,173)	(71,801)	(86,479)

### Surface Transportation Program, Population <= 200K

SL	Total	(94,553)	(2,534)	(2,866)	(2,324)	(2,463)	(2,295)	(2,446)	(12,394)	(14,927)
	01	(22,480)	(422)	(477)	(387)	(410)	(382)	(407)	(2,063)	(2,484)
	02	(6,755)	(531)	(601)	(487)	(516)	(481)	(513)	(2,599)	(3,130)
	03	(18,920)	(470)	(532)	(431)	(457)	(426)	(454)	(2,300)	(2,770)
	04	(346)	(141)	(160)	(130)	(137)	(128)	(137)	(692)	(833)
	05	(30,547)	(633)	(716)	(581)	(615)	(573)	(611)	(3,097)	(3,730)
	06	(3,164)	(49)	(56)	(45)	(48)	(45)	(48)	(242)	(291)
	07	(12,341)	(287)	(324)	(263)	(279)	(260)	(277)	(1,402)	(1,688)

### Surface Transportation Program, Population <= 5K

SN	Total	(17,503)	(1,776)	(2,010)	(1,629)	(1,727)	(1,609)	(1,715)	(8,690)	(10,467)
	01	(1,801)	(297)	(336)	(273)	(289)	(269)	(287)	(1,454)	(1,751)
	02	(5,633)	(533)	(603)	(489)	(518)	(483)	(515)	(2,607)	(3,140)
	03	(5,788)	(572)	(647)	(524)	(556)	(518)	(552)	(2,797)	(3,369)
	04	(810)	(82)	(92)	(75)	(79)	(74)	(79)	(399)	(481)
	05	(2,336)	(207)	(234)	(190)	(201)	(187)	(200)	(1,012)	(1,219)
	06	(474)	(41)	(46)	(37)	(40)	(37)	(39)	(199)	(240)
	07	(661)	(45)	(51)	(42)	(44)	(41)	(44)	(223)	(268)

### Surface Transportation Program, Any Area

SA	Total	-	(14,797)	(16,083)	(13,040)	(13,821)	(12,877)	(13,729)	(69,550)	(84,347)
	01	-	(2,085)	(2,266)	(1,837)	(1,948)	(1,815)	(1,934)	(9,800)	(11,885)
	02	-	(1,673)	(1,819)	(1,475)	(1,563)	(1,456)	(1,552)	(7,865)	(9,538)
	03	-	(1,099)	(1,194)	(969)	(1,027)	(956)	(1,020)	(5,166)	(6,264)
	04	-	(2,745)	(2,984)	(2,419)	(2,564)	(2,389)	(2,547)	(12,904)	(15,649)
	05	-	(3,120)	(3,392)	(2,750)	(2,915)	(2,716)	(2,895)	(14,667)	(17,787)
	06	-	(1,872)	(2,035)	(1,650)	(1,749)	(1,629)	(1,737)	(8,800)	(10,673)
	07	-	(2,202)	(2,393)	(1,940)	(2,057)	(1,916)	(2,043)	(10,349)	(12,550)

## Obligation Authority Constraints

(in thousands)

Work Program Fund		Dist	Balance Forward	Five Year Work Program					Five Year WP Total	Curr + 5Yr WP Total	
				Curr Year 2019	2020	2021	2022	2023			2024
<b>Congestion Mitigation</b>											
CM	Total		(3,346)	(917)	(1,015)	(823)	(872)	(813)	(866)	(4,389)	(5,306)
	01		(471)	(129)	(143)	(116)	(123)	(114)	(122)	(618)	(748)
	02		(382)	(104)	(115)	(93)	(99)	(92)	(98)	(496)	(600)
	03		(259)	(68)	(75)	(61)	(65)	(60)	(64)	(326)	(394)
	04		(630)	(170)	(188)	(153)	(162)	(151)	(161)	(814)	(984)
	05		(702)	(193)	(214)	(174)	(184)	(171)	(183)	(925)	(1,119)
	06		(395)	(116)	(128)	(104)	(110)	(103)	(110)	(555)	(671)
	07		(507)	(136)	(151)	(122)	(130)	(121)	(129)	(653)	(789)
<b>Transportation Alternative Program, Any Area</b>											
TALT	Total		(4,341)	(1,604)	(1,735)	(1,407)	(1,491)	(1,389)	(1,481)	(7,505)	(9,109)
	01		(604)	(226)	(245)	(198)	(210)	(196)	(209)	(1,057)	(1,284)
	02		(486)	(181)	(196)	(159)	(169)	(157)	(168)	(849)	(1,030)
	03		(328)	(119)	(129)	(105)	(111)	(103)	(110)	(557)	(677)
	04		(808)	(298)	(322)	(261)	(277)	(258)	(275)	(1,392)	(1,690)
	05		(908)	(338)	(366)	(297)	(314)	(293)	(312)	(1,583)	(1,921)
	06		(557)	(203)	(220)	(178)	(189)	(176)	(187)	(950)	(1,153)
	07		(651)	(239)	(258)	(209)	(222)	(207)	(220)	(1,117)	(1,355)
<b>Transportation Alternative Program, Population &lt;= 200K</b>											
TALL	Total		(579)	(214)	(232)	(188)	(199)	(185)	(198)	(1,001)	(1,215)
	01		(96)	(36)	(39)	(31)	(33)	(31)	(33)	(167)	(202)
	02		(121)	(45)	(49)	(39)	(42)	(39)	(41)	(210)	(255)
	03		(108)	(40)	(43)	(35)	(37)	(34)	(37)	(186)	(226)
	04		(32)	(12)	(13)	(10)	(11)	(10)	(11)	(56)	(68)
	05		(145)	(53)	(58)	(47)	(50)	(46)	(49)	(250)	(304)
	06		(11)	(4)	(5)	(4)	(4)	(4)	(4)	(20)	(24)
	07		(65)	(24)	(26)	(21)	(23)	(21)	(22)	(113)	(137)
<b>Transportation Alternative Program, Population &lt;= 5K</b>											
TALN	Total		(406)	(150)	(162)	(132)	(140)	(130)	(139)	(702)	(852)
	01		(69)	(25)	(27)	(22)	(23)	(22)	(23)	(117)	(143)
	02		(121)	(45)	(49)	(39)	(42)	(39)	(42)	(211)	(256)
	03		(127)	(48)	(52)	(42)	(45)	(42)	(45)	(226)	(274)
	04		(18)	(7)	(7)	(6)	(6)	(6)	(6)	(32)	(39)
	05		(49)	(17)	(19)	(15)	(16)	(15)	(16)	(82)	(99)
	06		(10)	(3)	(4)	(3)	(3)	(3)	(3)	(16)	(20)
	07		(12)	(4)	(4)	(3)	(4)	(3)	(4)	(18)	(22)
<b>Transportation Alternative Program, Population &gt; 200K</b>											
TALU	Total		(3,356)	(1,240)	(1,341)	(1,088)	(1,153)	(1,074)	(1,145)	(5,801)	(7,041)
X01	Cape Coral	01	(122)	(45)	(49)	(40)	(42)	(39)	(42)	(212)	(257)
X02	Sarasota, Bradenton	01	(149)	(55)	(59)	(48)	(51)	(48)	(51)	(257)	(312)
X12	Bonita Springs, Naples	01	(72)	(26)	(29)	(23)	(25)	(23)	(24)	(124)	(150)
X15	Lakeland	01	(61)	(22)	(24)	(20)	(21)	(19)	(21)	(105)	(127)
X16	Winter Haven	01	(46)	(17)	(19)	(15)	(16)	(15)	(16)	(80)	(98)
X03	Jacksonville	02	(246)	(91)	(98)	(80)	(84)	(79)	(84)	(425)	(516)
X04	Pensacola	03	(77)	(28)	(31)	(25)	(26)	(25)	(26)	(133)	(162)
X13	Tallahassee	03	(55)	(21)	(22)	(18)	(19)	(18)	(19)	(96)	(116)
X14	Port St Lucie	04	(87)	(32)	(35)	(28)	(30)	(28)	(30)	(150)	(182)
X07	Daytona Beach, Port Orange	05	(81)	(30)	(32)	(26)	(28)	(26)	(28)	(139)	(169)
X08	Melbourne, Palm Bay	05	(105)	(39)	(42)	(34)	(36)	(33)	(36)	(181)	(219)
X09	Oriando	05	(349)	(129)	(139)	(113)	(120)	(112)	(119)	(603)	(732)
X17	Kissimmee	05	(73)	(27)	(29)	(24)	(25)	(23)	(25)	(125)	(152)
X10	Miami, Hialeah	06	(574)	(212)	(229)	(186)	(197)	(184)	(196)	(992)	(1,205)
X05	Ft Lauderdale, Hollywood, Pompano	04	(405)	(150)	(162)	(131)	(139)	(130)	(138)	(700)	(849)
X06	W Palm, Boca Raton, Delray	04	(292)	(108)	(117)	(95)	(100)	(93)	(100)	(504)	(612)
X11	Tampa, St Pete	07	(564)	(208)	(225)	(183)	(194)	(180)	(192)	(975)	(1,183)

## Schedule A - Federal Fund Allocations Change Log

<u>Change Date</u>	<u>Comment</u>
10/23/2018 9:28:23 AM	Move \$400K DU from D30 to D2 per Stacy Bouie
10/16/2018 8:58:19 AM	SA in D1 FY20 and D4 FY21 updated for Resurfacing redistribution
10/2/2018 5:58:19 PM	Initial Allocation Load

## Schedule A - Federal Fund Allocations

(in thousands)

Work Program Fund	Dist	Balance Forward	Curr Year 2019	Five Year Work Program					Five Year WP Total	Curr + 5Yr WP Total
				2020	2021	2022	2023	2024		
<b>Bridge Replacement Program</b>										
BRT	99	0	0	0	0	0	0	0	0	0
ACBR	99	(281,401)	0	99,239	0	0	0	0	99,239	99,239
NHBR	99	142,201	25,488	100,210	74,794	72,417	49,589	91,778	388,788	414,276
<b>Bridge Replacement Program, Off System</b>										
BRTZ	99	8,580	21,102	21,102	21,102	21,102	21,102	21,102	105,508	126,610
ACBZ	99	(17,729)	6,762	0	0	0	0	0	0	6,762
<b>Bridge Replacement Program, Not on NHS</b>										
ACSB	99	23,800	0	0	0	0	0	0	0	0
SABR	99	1,178	0	0	0	0	0	0	0	0
<b>National Highway Performance Program</b>										
NHPP	99	458,713	1,046,659	1,019,580	1,104,916	1,107,293	1,130,121	1,087,932	5,449,842	6,496,501
ACNP	99	(740,144)	25,761	130,879	30,000	69,000	75,000	0	304,879	330,640
<b>Surface Transportation Program, Not on NHS</b>										
SAAN	99	838	18,854	0	0	0	0	0	0	18,854
<b>National Freight Program</b>										
NFP	99	117,836	63,143	70,339	70,339	70,339	70,339	70,339	351,695	414,838
ACFP	99	(82,262)	0	0	0	0	0	0	0	0
<b>National Highway Performance Program Exempt</b>										
NHEX	99	121,136	30,550	30,403	30,403	30,403	30,403	30,403	152,016	182,566
<b>Highway Safety Program</b>										
HSP	99	61,113	104,286	107,339	116,136	116,471	116,471	116,471	572,886	677,172
ACSS	99	(33,000)	6,192	36,363	40,000	0	0	0	76,363	82,555
<b>Set Aside of NHPP for Intersection Improvement</b>										
HSID	99	0	0	0	0	0	0	0	0	0
ACID	99	0	10,000	20,000	0	0	0	0	20,000	30,000
<b>Set Aside of NHPP for Lane Departure Improvement</b>										
HSLD	99	0	0	0	0	0	0	0	0	0
ACLD	99	0	10,000	20,000	0	0	0	0	20,000	30,000
<b>Rail Highway Crossings</b>										
RHC	Total	4,699	9,319	9,226	9,418	9,418	9,418	9,418	46,900	56,218
RHH	99	3,323	4,659	4,613	4,709	4,709	4,709	4,709	23,450	28,109
RHP	99	1,376	4,659	4,613	4,709	4,709	4,709	4,709	23,450	28,109
<b>Highway Planning</b>										
HP	Total	7,719	30,191	30,999	30,996	30,996	30,996	30,996	154,981	185,172
	01		1,588	1,714	1,740	1,767	1,795	1,422	8,439	10,027
	02		1,550	1,752	1,770	1,802	1,835	1,872	9,030	10,580
	03		1,603	1,806	1,825	1,858	1,892	1,930	9,311	10,914
	04		1,608	1,811	1,830	1,863	1,897	1,935	9,337	10,944
	05		1,180	1,203	1,227	1,252	1,277	1,302	6,261	7,441
	06		1,601	1,803	1,821	1,847	1,886	1,869	9,226	10,827
	07		1,565	1,768	1,786	1,818	1,851	1,888	9,111	10,676
	20		0	0	0	0	0	0	0	0

## Schedule A - Federal Fund Allocations

(in thousands)

Work Program Fund	Dist	Balance Forward	Curr Year 2019	Five Year Work Program					Five Year WP Total	Curr + 5Yr WP Total
				2020	2021	2022	2023	2024		
<b>Highway Research</b>										
HR	99	1,268	10,064	10,333	10,332	10,332	10,332	10,332	51,660	61,724
<b>Metropolitan Planning</b>										
PL	Total	847	21,884	22,451	22,451	22,451	22,451	22,451	112,253	134,136
<b>Surface Transportation Program, Population &gt; 200K</b>										
SU	Total	234,063	224,726	235,030	235,030	235,030	235,030	235,030	1,175,152	1,399,877
X01	Cape Coral	01	8,412	8,200	8,576	8,576	8,576	8,576	42,878	51,078
X02	Sarasota, Bradenton	01	6,520	9,946	10,402	10,402	10,402	10,402	52,012	61,959
X03	Jacksonville	02	15,230	16,471	17,226	17,226	17,226	17,226	86,131	102,602
X04	Pensacola	03	9,384	5,161	5,398	5,398	5,398	5,398	26,990	32,152
X05	Ft Lauderdale, Hollywood, Pompano	04	29,375	27,101	28,343	28,343	28,343	28,343	141,717	168,818
X06	W Palm, Boca Raton, Delray	04	24,862	19,535	20,430	20,430	20,430	20,430	102,152	121,687
X07	Daytona Beach, Port Orange	05	7,617	5,397	5,645	5,645	5,645	5,645	28,224	33,622
X08	Melbourne, Palm Bay	05	8,683	7,001	7,322	7,322	7,322	7,322	36,612	43,613
X09	Orlando	05	25,076	23,356	24,427	24,427	24,427	24,427	122,137	145,493
X10	Miami-Dade	06	62,213	38,445	40,208	40,208	40,208	40,208	201,039	239,484
X11	Tampa, St Pete	07	16,095	37,756	39,487	39,487	39,487	39,487	197,435	235,191
X12	Bonita Springs, Naples	01	6,301	4,798	5,018	5,018	5,018	5,018	25,090	29,888
X13	Tallahassee	03	0	3,714	3,885	3,885	3,885	3,885	19,424	23,138
X14	Port St Lucie	04	9,575	5,815	6,081	6,081	6,081	6,081	30,406	36,221
X15	Lakeland	01	1,528	4,060	4,247	4,247	4,247	4,247	21,233	25,293
X16	Winter Haven	01	2,069	3,112	3,255	3,255	3,255	3,255	16,276	19,388
X17	Kissimmee	05	1,123	4,856	5,079	5,079	5,079	5,079	25,395	30,251
<b>Surface Transportation Program, Population &lt;= 200K</b>										
SL	Total	89,951	38,790	40,569	40,569	40,569	40,569	40,569	202,846	241,636
	01	18,364	6,456	6,752	6,752	6,752	6,752	6,752	33,761	40,217
	02	9,186	8,133	8,506	8,506	8,506	8,506	8,506	42,532	50,666
	03	18,976	7,199	7,529	7,529	7,529	7,529	7,529	37,647	44,847
	04	715	2,166	2,265	2,265	2,265	2,265	2,265	11,324	13,490
	05	27,010	9,692	10,137	10,137	10,137	10,137	10,137	50,684	60,377
	06	4,360	756	791	791	791	791	791	3,954	4,710
	07	11,339	4,387	4,589	4,589	4,589	4,589	4,589	22,943	27,331
<b>Surface Transportation Program, Population &lt;= 5K</b>										
SN	Total	29,565	27,199	28,446	28,446	28,446	28,446	28,446	142,229	169,428
	01	4,776	4,550	4,758	4,758	4,758	4,758	4,758	23,792	28,343
	02	14,307	8,160	8,532	8,532	8,532	8,532	8,532	42,662	50,822
	03	5,061	8,752	9,156	9,156	9,156	9,156	9,156	45,779	54,531
	04	1,899	1,249	1,306	1,306	1,306	1,306	1,306	6,531	7,780
	05	428	3,168	3,313	3,313	3,313	3,313	3,313	16,563	19,730
	06	1,471	624	652	652	652	652	652	3,261	3,885
	07	1,624	696	728	728	728	728	728	3,642	4,338
<b>Surface Transportation Program, Any Area</b>										
SA (ETDM)	21	(496)	4,500	4,500	4,500	4,500	4,500	4,500	22,500	27,000
SA (Dist)	Total	57,007	222,044	223,163	223,163	223,163	223,163	223,163	1,115,814	1,337,858
	01	26,428	34,627.790	33,180.473	28,505.289	32,638.489	34,877.059	33,238.312	162,440	197,067
	02	19,813	30,065.621	26,994.813	38,052.330	41,895.937	33,130.514	30,484.879	170,558	200,624
	03	(9,769)	14,718.358	18,761.287	41,999.776	35,412.865	28,391.259	27,299.178	151,864	166,583
	04	17,067	42,239.491	35,783.679	12,348.494	15,925.414	27,162.650	27,942.206	119,162	161,402
	05	(12,541)	47,406.127	50,229.362	40,349.563	47,928.111	48,636.658	49,900.455	237,044	284,450
	06	12,325	22,790.239	25,393.534	40,527.246	23,190.224	23,186.412	22,788.600	135,086	157,876
	07	3,684	30,196.810	32,819.636	21,380.085	26,171.743	27,778.232	31,509.153	139,659	169,856

## Schedule A - Federal Fund Allocations

(in thousands)

Work Program Fund	Dist	Balance Forward	Curr Year	Five Year Work Program					Five Year WP Total	Curr + 5Yr WP Total
			2019	2020	2021	2022	2023	2024		

### SA Resurfacing Target, % Share of Arterial Resurfacing Plan

Total	85,170	89,822	196,875	202,325	196,789	206,071	891,882	977,051
	2	3	4	5	6	7		
01	15,341	14,391	24,801	29,702	31,161	30,830	130,885	146,226
02	14,588	11,917	35,080	39,540	30,148	28,552	145,236	159,824
03	4,553	8,858	40,047	33,865	26,432	26,030	135,233	139,785
04	16,845	11,045	7,471	12,059	22,269	24,771	77,616	94,461
05	18,542	22,110	34,806	43,534	43,075	46,296	189,821	208,362
06	5,471	8,522	37,201	20,554	19,849	20,626	106,751	112,222
07	9,831	12,979	17,469	23,071	23,854	28,966	106,339	116,170

### SA Regular, % Share of Statutory Formula

Total	57,007	136,875	133,341	26,288	20,837	26,374	17,092	223,932	360,807
01	26,428	19,286.937	18,788.989	3,704.184	2,936.170	3,716.374	2,408.410	31,554	50,841
02	19,813	15,477.731	15,078.128	2,972.601	2,356.271	2,982.383	1,932.744	25,322	40,800
03	(9,769)	10,165.782	9,903.323	1,952.406	1,547.600	1,958.831	1,269.428	16,632	26,797
04	17,067	25,394.498	24,738.864	4,877.182	3,865.962	4,893.232	3,171.077	41,546	66,941
05	(12,541)	28,864.603	28,119.379	5,543.638	4,394.237	5,561.882	3,604.398	47,224	76,088
06	12,325	17,319.094	16,871.951	3,326.247	2,636.593	3,337.193	2,162.680	28,335	45,654
07	3,684	20,366.220	19,840.406	3,911.468	3,100.476	3,924.340	2,543.182	33,320	53,686

### General Funds Surface Transportation Program, Any Area

GFSA	Total	44,783	0	0	0	0	0	0	0	0
01	6,287	0	0	0	0	0	0	0	0	0
02	5,062	0	0	0	0	0	0	0	0	0
03	3,358	0	0	0	0	0	0	0	0	0
04	8,288	0	0	0	0	0	0	0	0	0
05	9,441	0	0	0	0	0	0	0	0	0
06	5,663	0	0	0	0	0	0	0	0	0
07	6,683	0	0	0	0	0	0	0	0	0

### General Funds Surface Transportation Program, Population <= 200K

GFSL	Total	6,738	0	0	0	0	0	0	0	0
01	1,121	0	0	0	0	0	0	0	0	0
02	1,413	0	0	0	0	0	0	0	0	0
03	1,251	0	0	0	0	0	0	0	0	0
04	376	0	0	0	0	0	0	0	0	0
05	1,684	0	0	0	0	0	0	0	0	0
06	131	0	0	0	0	0	0	0	0	0
07	762	0	0	0	0	0	0	0	0	0

### General Funds Surface Transportation Program, Population <= 5K

GFSN	Total	4,725	0	0	0	0	0	0	0	0
01	790	0	0	0	0	0	0	0	0	0
02	1,417	0	0	0	0	0	0	0	0	0
03	1,520	0	0	0	0	0	0	0	0	0
04	217	0	0	0	0	0	0	0	0	0
05	550	0	0	0	0	0	0	0	0	0
06	108	0	0	0	0	0	0	0	0	0
07	121	0	0	0	0	0	0	0	0	0



## Schedule A - Federal Fund Allocations

(in thousands)

Work Program Fund	Dist	Balance Forward	Curr Year	Five Year Work Program					Five Year WP Total	Curr + 5Yr WP Total
			2019	2020	2021	2022	2023	2024		

### General Funds Surface Transportation Program, Population > 200K

GFSU		Total	39,037	0	0	0	0	0	0	0	0
X01	Cape Coral	01	1,424	0	0	0	0	0	0	0	0
X02	Sarasota, Bradenton	01	1,728	0	0	0	0	0	0	0	0
X03	Jacksonville	02	2,861	0	0	0	0	0	0	0	0
X04	Pensacola	03	897	0	0	0	0	0	0	0	0
X05	Ft Lauderdale, Hollywood, Pompano	04	4,708	0	0	0	0	0	0	0	0
X06	W Palm, Boca Raton, Delray	04	3,393	0	0	0	0	0	0	0	0
X07	Daytona Beach, Port Orange	05	938	0	0	0	0	0	0	0	0
X08	Melbourne, Palm Bay	05	1,216	0	0	0	0	0	0	0	0
X09	Orlando	05	4,057	0	0	0	0	0	0	0	0
X10	Miami-Dade	06	6,678	0	0	0	0	0	0	0	0
X11	Tampa, St Pete	07	6,559	0	0	0	0	0	0	0	0
X12	Bonita Springs, Naples	01	833	0	0	0	0	0	0	0	0
X13	Tallahassee	03	645	0	0	0	0	0	0	0	0
X14	Port St Lucie	04	1,010	0	0	0	0	0	0	0	0
X15	Lakeland	01	705	0	0	0	0	0	0	0	0
X16	Winter Haven	01	541	0	0	0	0	0	0	0	0
X17	Kissimmee	05	844	0	0	0	0	0	0	0	0

### Redistribution of Certain Authorized Funds

RED	99	9,714	2,956	0	0	0	0	0	0	2,956
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### Transportation Alternative Program, Any Area

TALT	Total	12,793	24,565	24,565	24,565	24,565	24,565	24,565	122,827	147,393
	01	(2,224)	3,462	3,497	3,497	3,497	3,497	3,497	17,486	20,947
	02	658	2,778	2,780	2,780	2,780	2,780	2,780	13,898	16,676
	03	(702)	1,824	1,813	1,813	1,813	1,813	1,813	9,067	10,891
	04	1,821	4,558	4,538	4,538	4,538	4,538	4,538	22,688	27,245
	05	4,100	5,180	5,206	5,206	5,206	5,206	5,206	26,031	31,212
	06	8,047	3,108	3,079	3,079	3,079	3,079	3,079	15,395	18,504
	07	1,093	3,655	3,653	3,653	3,653	3,653	3,653	18,263	21,918

### Transportation Alternative Program, Population <= 200K

TALL	Total	1,833	3,278	3,278	3,278	3,278	3,278	3,278	16,389	19,667
	01	275	546	546	546	546	546	546	2,728	3,273
	02	731	687	687	687	687	687	687	3,436	4,124
	03	173	608	608	608	608	608	608	3,042	3,650
	04	58	183	183	183	183	183	183	915	1,098
	05	457	819	819	819	819	819	819	4,095	4,914
	06	72	64	64	64	64	64	64	319	383
	07	67	371	371	371	371	371	371	1,854	2,224

### Transportation Alternative Program, Population <= 5K

TALN	Total	1,512	2,298	2,298	2,298	2,298	2,298	2,298	11,491	13,790
	01	958	385	384	384	384	384	384	1,922	2,307
	02	438	689	689	689	689	689	689	3,447	4,136
	03	(374)	740	740	740	740	740	740	3,699	4,438
	04	(9)	106	106	106	106	106	106	528	633
	05	477	268	268	268	268	268	268	1,338	1,606
	06	10	53	53	53	53	53	53	263	316
	07	12	59	59	59	59	59	59	294	353

## Schedule A - Federal Fund Allocations

(in thousands)

Work Program Fund	Dist	Balance Forward	Curr Year 2019	Five Year Work Program					Five Year WP Total	Curr + 5Yr WP Total
				2020	2021	2022	2023	2024		
<b>Transportation Alternative Program, Population &gt; 200K</b>										
TALU	Total	11,922	18,989	18,989	18,989	18,989	18,989	18,989	94,947	113,936
X01	Cape Coral	270	693	693	693	693	693	693	3,464	4,157
X02	Sarasota, Bradenton	385	840	840	840	840	840	840	4,202	5,043
X03	Jacksonville	723	1,392	1,392	1,392	1,392	1,392	1,392	6,959	8,351
X04	Pensacola	104	436	436	436	436	436	436	2,181	2,617
X05	Ft Lauderdale, Hollywood, Pompano	995	2,290	2,290	2,290	2,290	2,290	2,290	11,450	13,740
X06	W Palm, Boca Raton, Delray	436	1,651	1,651	1,651	1,651	1,651	1,651	8,253	9,904
X07	Daytona Beach, Port Orange	94	456	456	456	456	456	456	2,280	2,736
X08	Melbourne, Palm Bay	611	592	592	592	592	592	592	2,958	3,550
X09	Orlando	784	1,974	1,974	1,974	1,974	1,974	1,974	9,868	11,842
X10	Miami-Dade	4,967	3,249	3,249	3,249	3,249	3,249	3,249	16,243	19,492
X11	Tampa, St Pete	1,739	3,190	3,190	3,190	3,190	3,190	3,190	15,952	19,142
X12	Bonita Springs, Naples	254	405	405	405	405	405	405	2,027	2,433
X13	Tallahassee	0	314	314	314	314	314	314	1,569	1,883
X14	Port St Lucie	19	491	491	491	491	491	491	2,457	2,948
X15	Lakeland	130	343	343	343	343	343	343	1,716	2,059
X16	Winter Haven	204	263	263	263	263	263	263	1,315	1,578
X17	Kissimmee	206	410	410	410	410	410	410	2,052	2,462
<b>National Highway Performance Program, Resurfacing</b>										
NHRE	Total	(5,314)	60,983	59,920	0	0	0	0	59,920	120,903
	01	(501)	9,431	8,382	0	0	0	0	8,382	17,813
	02	206	15,749	17,470	0	0	0	0	17,470	33,219
	03	(3,730)	19,741	17,343	0	0	0	0	17,343	37,084
	04	11	2,800	2,678	0	0	0	0	2,678	5,478
	05	(1,300)	10,904	10,776	0	0	0	0	10,776	21,679
	06	0	708	1,089	0	0	0	0	1,089	1,797
	07	0	1,651	2,181	0	0	0	0	2,181	3,832
<b>High Risk Rural Roads</b>										
HRRR	99	0	0	0	0	0	0	0	0	0
<b>Safe Routes to Schools, Either</b>										
SR2E	99	6	0	0	0	0	0	0	0	0
<b>Safe Routes to Schools, Non-Infrastructure</b>										
SR2N	99	1	0	0	0	0	0	0	0	0
<b>Safe Routes to Schools - Infrastructure</b>										
SR2S	99	795	0	0	0	0	0	0	0	0
<b>Safe Routes to Schools - Transfer</b>										
SR2T	99	578	7,000	7,000	7,000	7,000	7,000	7,000	35,000	42,000
<b>Transfer from HSP for Education</b>										
HSPT	99	(9,305)	9,305	9,320	335	0	0	0	9,655	18,960
<b>Surface Transportation Program, Enhancement</b>										
SE	99	1,831	0	0	0	0	0	0	0	0

**Schedule A - Federal Fund Allocations**

(in thousands)

Work Program Fund	Dist	Balance Forward	Curr Year 2019	Five Year Work Program					Five Year WP Total	Curr + 5Yr WP Total
				2020	2021	2022	2023	2024		
<b>Congestion Mitigation</b>										
CM	Total	<b>7,246</b>	<b>14,044</b>	<b>14,366</b>	<b>14,366</b>	<b>14,366</b>	<b>14,366</b>	<b>14,366</b>	<b>71,828</b>	<b>85,872</b>
	01	966	1,979	2,045	2,045	2,045	2,045	2,045	10,225	12,204
	02	2,569	1,588	1,626	1,626	1,626	1,626	1,626	8,128	9,716
	03	471	1,043	1,060	1,060	1,060	1,060	1,060	5,302	6,345
	04	1,781	2,606	2,654	2,654	2,654	2,654	2,654	13,268	15,873
	05	828	2,962	3,045	3,045	3,045	3,045	3,045	15,223	18,184
	06	125	1,777	1,801	1,801	1,801	1,801	1,801	9,003	10,780
	07	506	2,090	2,136	2,136	2,136	2,136	2,136	10,680	12,769
<b>Recreational Trails</b>										
RECT	99	4,725	2,577	2,577	2,577	2,577	2,577	2,577	12,883	15,459
<b>State Primary, Federal Reimbursable Funds</b>										
DU	Total	<b>37,365</b>	<b>53,155</b>	<b>55,226</b>	<b>57,005</b>	<b>59,013</b>	<b>60,882</b>	<b>62,459</b>	<b>294,586</b>	<b>347,741</b>
	01	100	3,602	3,455	3,616	3,784	3,961	4,146	18,961	22,564
	02	70	4,615	4,198	4,398	4,608	4,828	5,059	23,090	27,705
	03	0	2,991	3,035	3,180	3,332	3,491	3,658	16,695	19,685
	04	184	2,244	1,818	1,885	1,953	2,025	2,099	9,779	12,024
	05	230	4,271	3,590	3,749	3,917	4,092	4,275	19,623	23,894
	06	82	2,237	1,793	1,857	1,923	1,991	2,062	9,626	11,863
	07	406	2,192	1,888	1,967	2,049	2,135	2,225	10,265	12,457
	30	36,292	31,002	35,450	36,355	37,447	38,360	38,935	186,547	217,549





## Schedule - A State Fund Allocations Revisions

Date	Description
June 14, 2019	Add MCOR, TDMC, WFMC SCMC, and SRMC funds
April 9, 2019	Update DPTO, POED, and PORT per Stacy Bouie
March 29, 2019	Update SPN
March 29, 2019	Update DI, SCOP, GRSC, GMR, CIGP, TRIP, NSTP, NSWR, SCWR, TRWR, SIWR for March REC results
March 21, 2019	Update DS and DDR for March REC results
March 15, 2019	Update DPTO from REC per Stacy Bouie
February 6, 2019	Update DSB for Snapshot per Kaitlin Tucker
February 1, 2019	Update to DI due to reduction in SED per OPTI2011
January 7, 2019	Update DSB for Snapshot per Kaitlin Tucker
January 3, 2019	Update DPTO per Stacy Bouie
December 27, 2018	Update FINC for BTU fund shifts per Stephanie Certain
December 27, 2018	Update BNIR
December 20, 2018	Updates to DS, DI, BNBR, and BNIR due to cuts to finance the WP due to Hurricane Michael and delay/lack of Roll Forward
December 20, 2018	Update DDR, DS, DPTO, SCOP, GRSC, GMR, CIGP, TRIP, NSTP, NSWR, SCWR, TRWR, SIWR from December 2018 REC chang
November 28, 2018	Update DPTO per Stacy Bouie
November 14, 2018	Update TDTF for FY21 - FY24
November 13, 2018	Update DSB for snapshot
November 8, 2018	Move \$98,257 from D7 BRRP to DSB1
November 6, 2018	Update SCOP, SCED, SCWR and GRSC in FY20 and out
October 29, 2018	Update FINC
October 26, 2018	Update DPTO per Stacy Bouie
October 23, 2018	Update DPTO per Stacy Bouie
October 16, 2018	DS Resurfacing Redistribution
October 2, 2018	Initial Upload



# Schedule - A State Fund Allocations

District	Distribution Area	Five Year Work Program					Five Year WP TOTAL	Current + 5Yr WP TOTAL		
		Current Year 2019	2020	2021	2022	2023			2024	
<b>State Primary Highways</b>										
<b>DS - Regular</b>										
DS	01	-	25,333.928	25,061.057	25,769.096	30,260.479	39,820.558	38,710.367	159,621.558	184,955.485
DS	02	-	17,422.853	9,993.485	9,348.377	15,201.722	29,251.216	20,216.718	84,011.517	101,434.370
DS	03	-	455.036	1,399.428	186.058	4,637.996	9,754.567	7,868.285	23,846.334	24,301.370
DS	04	-	29,274.059	26,763.557	23,453.517	36,996.625	49,253.182	46,825.965	183,292.846	212,566.905
DS	05	-	35,430.331	35,435.159	31,037.617	42,892.149	56,500.831	60,723.271	226,589.026	262,019.357
DS	06	-	21,279.617	16,986.743	15,504.796	23,921.205	32,313.024	31,396.641	120,122.409	141,402.026
DS	07	-	26,893.242	32,354.309	22,955.371	34,107.267	43,546.265	41,619.005	174,582.217	201,475.459
<b>Total</b>			<b>156,089.065</b>	<b>147,993.737</b>	<b>128,254.832</b>	<b>188,017.444</b>	<b>260,439.642</b>	<b>247,360.251</b>	<b>972,065.906</b>	<b>1,128,154.972</b>
<b>DS - Rental Car Fees</b>										
DS	01	-	15,340.063	15,695.806	15,986.868	16,256.370	16,579.773	16,946.296	81,465.113	96,805.176
DS	02	-	7,502.434	7,676.419	7,818.770	7,950.577	8,108.745	8,288.002	39,842.513	47,344.947
DS	03	-	5,486.976	5,614.221	5,718.331	5,814.729	5,930.407	6,061.508	29,139.195	34,626.171
DS	04	-	32,419.088	33,170.901	33,786.021	34,355.576	35,039.043	35,813.638	172,165.178	204,584.266
DS	05	-	37,440.874	38,309.144	39,019.547	39,677.328	40,466.665	41,361.246	198,833.930	236,274.804
DS	06	-	25,614.628	26,208.642	26,694.654	27,144.665	27,684.679	28,296.694	136,029.334	161,643.962
DS	07	-	18,495.937	18,924.866	19,275.808	19,600.754	19,990.690	20,432.617	98,224.736	116,720.673
<b>Total</b>			<b>142,300.000</b>	<b>145,600.000</b>	<b>148,300.000</b>	<b>150,800.000</b>	<b>153,800.000</b>	<b>157,200.000</b>	<b>755,700.000</b>	<b>898,000.000</b>
<b>DS - Non-formula</b>										
DS	01	-	445.864	1,157.472	-	-	-	-	1,157.472	1,603.336
DS	02	-	274.443	544.200	-	-	-	-	544.200	818.644
DS	03	-	250.881	122.391	-	-	-	-	122.391	373.272
DS	04	-	3,449.905	1,608.138	1,025.000	1,025.000	1,025.000	1,025.000	5,708.138	9,158.044
DS	05	-	1,629.293	878.316	-	-	-	-	878.316	2,507.609
DS	06	-	2,937.902	4,375.296	-	-	-	-	4,375.296	7,313.198
DS	07	-	4,039.986	3,412.939	-	-	-	-	3,412.939	7,452.924
<b>Total</b>			<b>13,028.274</b>	<b>12,098.753</b>	<b>1,025.000</b>	<b>1,025.000</b>	<b>1,025.000</b>	<b>1,025.000</b>	<b>16,198.753</b>	<b>29,227.026</b>
<b>DS - Resurfacing</b>										
DS	01	-	27,958.130	(0.000)	24,715.478	35,375.150	42,602.766	42,150.522	144,843.917	172,802.046
DS	02	-	41,873.999	43,018.631	68,625.532	85,083.558	79,639.826	75,423.816	351,791.363	393,665.362
DS	03	-	43,153.631	45,278.504	88,065.478	82,647.293	80,875.247	79,643.177	376,509.699	419,663.330
DS	04	-	11,434.643	315.234	(0.000)	5,868.126	11,874.700	13,208.685	31,266.745	42,701.389
DS	05	-	31,246.582	30,019.558	41,300.084	48,837.671	55,214.115	59,343.217	234,714.645	265,961.227
DS	06	-	4,763.972	12,197.142	21,684.267	7,840.984	8,242.040	8,564.551	58,528.984	63,292.956
DS	07	-	4,060.870	7,739.267	2,539.600	5,443.142	12,441.833	15,108.216	43,272.057	47,332.926
DS	89	-	-	-	10,000.000	-	-	-	10,000.000	10,000.000
<b>Total</b>			<b>164,491.827</b>	<b>138,568.334</b>	<b>256,930.440</b>	<b>271,095.924</b>	<b>290,890.526</b>	<b>293,442.185</b>	<b>1,250,927.408</b>	<b>1,415,419.236</b>
<b>DS - Combined</b>										
DS	01	-	69,077.984	41,914.335	66,471.442	81,891.999	99,003.098	97,807.186	387,088.059	456,166.043
DS	02	-	67,073.730	61,232.735	85,792.680	108,235.857	116,999.786	103,928.535	476,189.593	543,263.323
DS	03	-	49,346.524	52,414.544	93,969.867	93,100.018	96,560.220	93,572.970	429,617.619	478,964.142
DS	04	-	76,577.696	61,857.830	58,264.538	78,245.328	97,191.925	96,873.288	392,432.908	469,010.604
DS	05	-	88,018.401	83,166.911	111,357.249	131,407.148	152,181.610	161,427.734	639,540.651	727,559.052
DS	06	-	54,596.119	59,767.823	63,883.717	58,906.854	68,239.742	68,257.886	319,056.023	373,652.141
DS	07	-	53,490.035	62,431.380	44,770.779	59,151.164	75,978.788	77,159.838	319,491.948	372,981.983
DS	31	-	17,728.679	21,475.267	-	-	-	-	21,475.267	39,203.946
DS	89	-	-	-	10,000.000	-	-	-	10,000.000	10,000.000
<b>Total</b>			<b>475,909.166</b>	<b>444,260.824</b>	<b>534,510.271</b>	<b>610,938.367</b>	<b>706,155.168</b>	<b>699,027.436</b>	<b>2,994,892.067</b>	<b>3,470,801.234</b>
<b>DIH - Direct In-House</b>										
DIH	01	-	11,455.075	11,349.232	9,559.960	14,665.857	15,093.923	15,820.251	66,489.223	77,944.299
DIH	02	-	8,966.126	15,632.783	15,285.898	16,923.055	10,669.226	19,249.482	77,760.443	86,726.569
DIH	03	-	15,341.235	13,680.181	14,180.923	14,547.269	14,445.331	15,961.605	72,815.310	88,156.546
DIH	04	-	18,005.482	19,136.044	20,989.442	19,843.044	20,488.115	22,356.828	102,813.472	120,818.954
DIH	05	-	20,246.497	19,356.544	22,167.919	24,625.438	25,911.673	21,144.186	113,205.759	133,452.257
DIH	06	-	11,459.629	14,637.147	15,149.768	15,165.282	15,548.805	16,107.699	76,608.700	88,068.330
DIH	07	-	12,550.420	6,211.145	14,502.287	13,396.503	14,412.746	15,963.253	64,485.934	77,036.354
DIH	99	-	5,000.000	5,000.000	5,000.000	5,000.000	5,000.000	5,000.000	25,000.000	30,000.000
<b>Total</b>			<b>103,024.465</b>	<b>105,003.076</b>	<b>116,836.197</b>	<b>124,166.447</b>	<b>121,569.818</b>	<b>131,603.304</b>	<b>599,178.842</b>	<b>702,203.308</b>

District	Distribution Area		Current Year	Five Year Work Program					Five Year	Current + 5Yr
			2019	2020	2021	2022	2023	2024	WP TOTAL	WP TOTAL
<b>District Dedicated Revenue</b>										
<b>DDR - Regular</b>										
DDR	01	-	104,635.712	108,010.176	109,693.022	110,659.621	111,706.372	115,772.790	555,841.981	660,477.694
DDR	02	-	90,501.787	96,783.708	95,099.461	96,674.755	102,373.068	106,649.446	497,580.438	588,082.225
DDR	03	-	61,459.021	59,263.563	59,621.116	59,371.825	62,335.564	64,771.425	305,363.492	366,822.513
DDR	04	-	134,374.449	136,601.496	145,953.724	155,055.722	150,607.207	153,036.461	741,254.611	875,629.059
DDR	05	-	170,091.019	172,845.004	141,552.359	152,720.831	157,056.352	183,129.518	807,304.064	977,395.084
DDR	06	-	89,922.467	89,985.084	85,482.801	85,856.155	89,275.865	91,588.859	442,188.764	532,111.231
DDR	07	-	110,145.975	111,011.750	111,869.867	111,095.966	113,690.646	112,864.551	560,532.779	670,678.754
DDR	30	-	3,000.000	3,000.000	3,000.000	3,000.000	3,000.000	3,000.000	15,000.000	18,000.000
DDR	31	-	-	3,737.133	33,635.349	22,500.000	22,500.000	-	82,372.482	82,372.482
<b>Total</b>			<b>764,130.430</b>	<b>781,237.913</b>	<b>785,907.698</b>	<b>796,934.876</b>	<b>812,545.074</b>	<b>830,813.050</b>	<b>4,007,438.612</b>	<b>4,771,569.042</b>
<b>DDR - Urban Resurfacing</b>										
DDR	01	X01 Cape Coral	3,285.796	3,131.967	3,406.247	4,079.582	4,624.090	4,575.003	19,816.889	23,102.685
DDR	01	X02 Sarasota - Bradenton	4,386.556	5,298.261	5,762.845	6,869.793	7,786.714	7,704.056	33,421.670	37,808.226
DDR	01	X12 Bonita Springs - Naples	1,617.899	1,541.806	1,764.892	2,101.327	2,381.794	2,356.510	10,146.330	11,764.229
DDR	01	X15 Lakeland	3,545.311	2,631.295	2,852.709	3,423.032	3,879.909	3,838.723	16,625.669	20,170.980
DDR	01	X16 Winter Haven	2,505.291	3,377.474	3,670.480	4,384.797	4,970.042	4,917.283	21,320.076	23,825.367
DDR	02	X03 Jacksonville	14,587.890	11,916.685	16,169.216	18,268.776	16,094.044	15,242.050	77,690.770	92,278.659
DDR	03	X04 Pensacola	1,330.531	5,511.706	6,571.818	8,205.181	7,556.944	7,441.820	35,287.468	36,617.999
DDR	03	X13 Tallahassee	3,222.044	3,346.258	3,999.465	4,998.261	4,603.382	4,533.253	21,480.618	24,702.662
DDR	04	X05 Ft. Laud, Hollywd, Pomp	8,124.429	7,773.709	6,921.639	5,046.151	9,610.689	10,690.339	40,042.527	48,166.956
DDR	04	X06 W Palm Bch, Boca R, Delr	6,344.471	6,039.516	5,532.599	4,028.144	7,671.835	8,533.677	31,805.772	38,150.243
DDR	04	X14 Port St. Lucie	2,376.094	2,282.615	2,073.820	1,518.125	2,891.358	3,216.169	11,982.087	14,358.181
DDR	05	X07 Daytona B - Pt Orange	1,823.432	5,258.416	5,933.981	7,389.808	7,863.202	8,451.239	34,896.646	36,720.077
DDR	05	X08 Palm Bay - Melbourne	4,757.444	5,138.489	5,833.444	7,307.271	7,775.377	8,356.847	34,411.429	39,168.873
DDR	05	X09 Orlando	8,915.753	9,748.474	11,011.743	13,794.644	14,678.333	15,776.029	65,009.223	73,924.977
DDR	05	X17 Kissimmee	3,044.894	1,964.604	2,218.707	2,832.732	3,014.198	3,239.610	13,269.850	16,314.744
DDR	06	X10 Miami	5,471.145	8,521.583	15,590.331	18,593.385	18,394.741	19,114.529	80,214.570	85,685.715
DDR	07	X11 Tampa - St. Petersburg	9,830.590	12,979.230	15,378.363	20,324.113	21,658.275	26,299.814	96,639.795	106,470.385
<b>Total</b>			<b>85,169.570</b>	<b>96,462.087</b>	<b>114,692.302</b>	<b>133,165.124</b>	<b>145,454.926</b>	<b>154,286.950</b>	<b>644,061.388</b>	<b>729,230.958</b>
<b>DDR - Non-Urban Resurfacing</b>										
DDR	01	-	-	-	-	-	-	-	-	-
DDR	02	-	-	-	-	-	-	-	-	-
DDR	03	-	-	-	-	-	-	-	-	-
DDR	04	-	-	-	-	-	-	-	-	-
DDR	05	-	-	-	-	-	-	-	-	-
DDR	06	-	-	-	-	-	-	-	-	-
DDR	07	-	-	-	-	-	-	-	-	-
DDR	30	-	-	-	-	-	-	-	-	-
<b>Total</b>			-	-	-	-	-	-	-	-
<b>DDR - Combined</b>										
DDR	01	-	119,976.565	123,990.979	127,150.197	131,518.153	135,348.921	139,164.365	657,172.615	777,149.180
DDR	02	-	105,089.677	108,700.392	111,268.676	114,943.531	118,467.112	121,891.496	575,271.208	680,360.885
DDR	03	-	66,011.596	68,121.526	70,192.398	72,575.267	74,495.889	76,746.497	362,131.578	428,143.174
DDR	04	-	151,219.442	152,697.336	160,481.782	165,648.143	170,781.089	175,476.646	825,084.997	976,304.440
DDR	05	-	188,632.543	194,954.987	166,550.234	184,045.287	190,387.461	218,953.243	954,891.212	1,143,523.755
DDR	06	-	95,393.612	98,506.667	101,073.132	104,449.540	107,670.606	110,703.388	522,403.334	617,796.945
DDR	07	-	119,976.565	123,990.979	127,248.231	131,420.078	135,348.921	139,164.365	657,172.574	777,149.139
DDR	30	-	3,000.000	3,000.000	3,000.000	3,000.000	3,000.000	3,000.000	15,000.000	18,000.000
DDR	31	-	-	3,737.133	33,635.349	22,500.000	22,500.000	-	82,372.482	82,372.482
<b>Total</b>			<b>849,300.000</b>	<b>877,700.000</b>	<b>900,600.000</b>	<b>930,100.000</b>	<b>958,000.000</b>	<b>985,100.000</b>	<b>4,651,500.000</b>	<b>5,500,800.000</b>
<b>Public Transportation</b>										
<b>DPTO - Public Transportation</b>										
DPTO	01	-	16,447.972	14,287.662	18,585.243	16,722.310	22,467.352	20,974.805	93,037.372	109,485.344
DPTO	02	-	11,294.949	9,294.048	7,885.817	6,636.978	8,626.414	13,850.350	46,293.607	57,588.555
DPTO	03	-	12,018.652	17,096.104	20,710.307	5,569.551	8,702.039	10,769.819	62,847.820	74,866.472
DPTO	04	-	35,821.639	29,857.300	42,098.080	33,873.248	38,211.684	39,478.566	183,518.877	219,340.517
DPTO	05	-	26,885.477	39,480.795	45,116.292	56,079.386	48,903.599	52,144.087	241,724.159	268,609.636
DPTO	06	-	39,735.767	47,472.801	45,034.448	32,921.599	35,441.477	42,017.093	202,887.418	242,623.184
DPTO	07	-	17,682.676	24,158.589	21,478.655	35,100.297	41,611.196	24,109.451	146,458.188	164,140.865
DPTO	30	-	52,269.217	52,253.329	73,073.386	94,963.458	89,712.067	102,267.456	412,269.695	464,538.913
DPTO	31	-	73,585.250	58,560.373	19,560.373	19,560.373	15,860.373	12,860.373	126,401.864	199,987.114
<b>Total</b>			<b>285,741.600</b>	<b>292,461.000</b>	<b>293,542.600</b>	<b>301,427.200</b>	<b>309,536.200</b>	<b>318,472.000</b>	<b>1,515,439.000</b>	<b>1,801,180.600</b>
<b>DL - Local Funds PTO Budgeted</b>										
DL	31	-	7,676.071	7,151.213	7,151.213	7,151.213	7,151.213	7,151.213	35,756.065	43,432.136

District	Distribution Area	Five Year Work Program						Five Year WP TOTAL	Current + 5Yr WP TOTAL
		Current Year 2019	2020	2021	2022	2023	2024		
<b>Seaports</b>									
<b><u>POED - Seaport Investment</u></b>									
	POED 01	-	-	-	-	-	-	-	-
	POED 02	-	-	-	-	-	-	-	-
	POED 03	-	-	-	-	-	-	-	-
	POED 04	-	-	-	-	-	-	-	-
	POED 05	-	-	-	-	-	-	-	-
	POED 06	-	425	-	-	-	-	-	425.000
	POED 07	-	-	-	-	-	-	-	-
	POED 30	-	9,575.000	13,375.510	10,000.000	10,000.000	10,000.000	10,000.000	53,375.510
	<b>Total</b>		<b>10,000.000</b>	<b>13,375.510</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>63,375.510</b>
<b><u>PORT - Seaports</u></b>									
	PORT 01	-	2,500.000	1,827.235	-	-	-	1,827.235	4,327.235
	PORT 02	-	3,300.000	3,850.000	-	-	-	3,850.000	7,150.000
	PORT 03	-	1,650.000	2,200.000	-	-	-	2,200.000	3,850.000
	PORT 04	-	6,150.000	5,888.177	-	-	-	5,888.177	12,038.177
	PORT 05	-	3,034.091	3,000.000	-	-	-	3,000.000	6,034.091
	PORT 06	-	3,800.000	4,750.000	-	-	-	4,750.000	8,550.000
	PORT 07	-	4,100.000	3,000.000	-	-	-	3,000.000	7,100.000
	PORT 30	-	25,465.909	25,484.588	50,000.000	50,000.000	50,000.000	50,000.000	250,950.497
	<b>Total</b>		<b>50,000.000</b>	<b>50,000.000</b>	<b>50,000.000</b>	<b>50,000.000</b>	<b>50,000.000</b>	<b>250,000.000</b>	<b>300,000.000</b>
<b><u>PORB - Port Debt Service Refund</u></b>									
	PORB 30	-	15.413	10.632	15.257	17.194	13.769	15.419	72.271
<b>Transportation Bridge Funds</b>									
<b><u>BRP - Bridge Replacement Program</u></b>									
	BRP 99	-	140.201	4,599.513	9,554.677	9,869.982	(0.000)	10,000.000	34,024.171
<b><u>BRRP - State Bridge Repair &amp; Rehabilitation</u></b>									
	BRRP 01	-	8,774.626	7,876.015	7,409.125	7,252.305	6,929.662	6,582.341	36,049.448
	BRRP 02	-	18,328.974	18,372.531	17,998.589	19,419.701	17,011.008	50,877.716	123,679.545
	BRRP 03	-	9,004.638	10,268.239	10,942.284	11,834.610	11,812.754	12,227.392	57,085.280
	BRRP 04	-	15,778.581	15,953.516	33,132.035	17,086.552	16,734.781	18,438.550	101,345.435
	BRRP 05	-	9,294.422	9,177.835	8,810.467	8,806.684	9,265.869	12,358.644	48,419.498
	BRRP 06	-	11,309.286	10,926.261	16,099.547	18,538.042	20,441.172	13,113.384	79,118.406
	BRRP 07	-	3,285.632	12,022.643	11,894.863	11,691.332	11,164.077	12,690.158	59,463.073
	BRRP 31	-	250.000	250.000	250.000	250.000	250.000	250.000	1,250.000
	BRRP 99	-	7,000.000	7,000.000	7,000.000	7,000.000	7,000.000	7,000.000	35,000.000
	<b>Total</b>		<b>83,026.159</b>	<b>91,847.040</b>	<b>113,536.909</b>	<b>101,879.226</b>	<b>100,609.323</b>	<b>133,538.185</b>	<b>541,410.685</b>
<b><u>RBRP - Reimbursable Bridge Replacement</u></b>									
	RBRP 99	-	2,000.000	2,000.000	2,000.000	2,000.000	2,000.000	2,000.000	10,000.000
<b>Statewide Funds</b>									
<b><u>DI - Statewide Inter/Intrastate Highway</u></b>									
	DI 99	-	19,691.760	51,604.868	24,905.496	359,921.705	578,744.724	488,126.529	1,503,303.322
<b><u>STED - Strategic Economic Corridors</u></b>									
	STED 99	-	150,000.000	135,000.000	135,000.000	135,000.000	135,000.000	135,000.000	675,000.000
<b><u>PKED - Turnpike Access</u></b>									
	PKED 99	-	35,000.000	35,000.000	35,000.000	35,000.000	35,000.000	35,000.000	175,000.000
<b><u>DRA - Rest Areas</u></b>									
	DRA 99	-	18,867.488	31,918.760	45,691.579	23,489.901	26,989.901	21,989.901	150,080.042
<b><u>DIS - Strategic Intermodal System</u></b>									
	DIS 99	-	60,000.000	60,000.000	60,000.000	60,000.000	60,000.000	60,000.000	300,000.000
<b><u>DITS - Statewide ITS</u></b>									
	DITS 99	-	89,935.482	107,570.885	108,936.513	114,505.479	101,882.952	112,349.568	545,245.398
<b><u>DWS - Weigh Stations</u></b>									
	DWS 99	-	10,775.616	17,564.070	18,143.684	18,742.426	18,742.426	18,742.426	91,935.032
<b><u>DEM - Environmental Mitigation</u></b>									
	DEM 99	-	6,000.000	6,000.000	6,000.000	6,000.000	6,000.000	6,000.000	30,000.000
<b><u>DC - State Primary PE Consultants</u></b>									
	DC 99	-	22,315.563	22,378.681	19,928.197	19,928.197	19,928.197	19,928.197	102,091.468



District	Distribution Area	Current Year		Five Year Work Program					Five Year WP TOTAL	Current + 5Yr WP TOTAL
		2019	2020	2021	2022	2023	2024			
<b>SPN - Sponsorship Agreements</b>										
SPN	01	-	-	79.500	159.000	-	-	-	238.500	238.500
SPN	02	-	356.123	130.000	260.000	-	-	-	390.000	746.123
SPN	03	-	-	11.250	45.000	-	-	-	56.250	56.250
SPN	04	-	-	385.179	-	-	-	-	385.179	385.179
SPN	05	-	235.123	317.623	317.623	-	-	-	635.246	870.369
SPN	06	-	-	-	-	-	-	-	-	-
SPN	07	-	305.633	329.588	-	-	-	-	329.588	635.221
SPN	63	-	-	153.127	-	-	-	-	153.127	153.127
SPN	67	-	100.000	-	-	-	-	-	-	100.000
<b>Total</b>			<b>996.879</b>	<b>1,406.267</b>	<b>781.623</b>	-	-	-	<b>2,187.890</b>	<b>3,184.769</b>

### Transportation Bond Funds

#### BNIR - ROW & Bridge Bonds - ROW Acquisition

BNIR	99	-	48,391.095	115,808.951	198,770.335	150,000.000	150,000.000	50,000.000	664,579.286	712,970.381
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#### BNBR - ROW & Bridge Bonds - Bridge Construction

BNBR	99	-	12,761.402	333,942.582	163,099.601	217,891.795	1,000.000	150,000.000	865,933.978	878,695.380
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#### FINC - Transportation Financing Corporation

FINC	99	4BTU - I-4 Beyond the Ultimate	-	-	-	-	-	-	-	-
FINC	99	95EL - I-95 Express Lanes	4,006.574	-	800.000	5,050.000	1,600.000	5,100.000	12,550.000	16,556.574
<b>Total</b>			<b>4,006.574</b>	<b>-</b>	<b>800.000</b>	<b>5,050.000</b>	<b>1,600.000</b>	<b>5,100.000</b>	<b>12,550.000</b>	<b>16,556.574</b>

### Special Programs

#### DSPC - Service Patrol Contract

DSPC	01	-	-	0.218	1.985	2.039	319.332	884.703	1,208.277	1,208.277
DSPC	02	-	-	4,076.298	4,183.088	4,296.032	5,289.005	5,442.386	23,286.809	23,286.809
DSPC	03	-	-	1,077.780	1,105.802	1,135.659	1,167.457	1,201.314	5,688.012	5,688.012
DSPC	04	-	-	-	0.000	467.212	1,306.806	0.000	1,774.018	1,774.018
DSPC	05	-	-	2,992.842	3,070.656	3,153.564	3,241.863	3,335.877	15,794.802	15,794.802
DSPC	06	-	-	2,464.452	2,528.528	2,596.798	2,669.508	2,746.924	13,006.210	13,006.210
DSPC	07	-	-	2,640.924	2,709.588	2,782.747	2,860.664	2,943.623	13,937.546	13,937.546
<b>Total</b>			<b>-</b>	<b>13,252.514</b>	<b>13,599.647</b>	<b>14,434.050</b>	<b>16,854.636</b>	<b>16,554.827</b>	<b>74,695.674</b>	<b>74,695.674</b>

#### TDTF - Transportation Disadvantaged

TDTF	12	-	49,707.165	44,607.830	41,244.308	41,244.308	41,244.308	41,244.308	209,585.062	259,292.227
TDDR	12	-	3,000.000	3,000.000	3,000.000	3,000.000	3,000.000	3,000.000	15,000.000	18,000.000
TDED	12	-	10,000.000	10,000.000	10,000.000	10,000.000	10,000.000	10,000.000	50,000.000	60,000.000

#### SAFE - Secure Airports for Florida Economy

SAFE	30	-	325.510	325.510	325.510	325.510	325.510	328.562	1,630.600	1,956.110
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#### WKOC - OOCEA/CFX Repayment

WKOC	05	-	128,059.348	-	-	-	-	-	-	128,059.348
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### Transportation Small County Programs

#### SCED - Small County Outreach Program - Economic Development

SCED	01	-	1,578.947	1,621.622	1,621.622	1,621.622	1,621.622	1,621.622	8,108.108	9,687.055
SCED	02	-	3,684.211	3,783.784	3,783.784	3,783.784	3,783.784	3,783.784	18,918.919	22,603.129
SCED	03	-	3,157.895	2,972.973	2,972.973	2,972.973	2,972.973	2,972.973	14,864.865	18,022.760
SCED	04	-	526.316	540.541	540.541	540.541	540.541	540.541	2,702.703	3,229.018
SCED	05	-	526.316	540.541	540.541	540.541	540.541	540.541	2,702.703	3,229.018
SCED	06	-	263.158	270.270	270.270	270.270	270.270	270.270	1,351.351	1,614.509
SCED	07	-	263.158	270.270	270.270	270.270	270.270	270.270	1,351.351	1,614.509
<b>Total</b>			<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>50,000.000</b>	<b>60,000.000</b>

#### SCOP - Small County Outreach Program

SCOP	01	-	1,493.684	1,550.270	1,566.486	1,576.216	1,585.946	1,592.432	7,871.351	9,365.036
SCOP	02	-	3,485.263	3,617.297	3,655.135	3,677.838	3,700.541	3,715.676	18,366.486	21,851.750
SCOP	03	-	2,987.368	2,842.162	2,871.892	2,889.730	2,907.568	2,919.459	14,430.811	17,418.179
SCOP	04	-	497.895	516.757	522.162	525.405	528.649	530.811	2,623.784	3,121.679
SCOP	05	-	497.895	516.757	522.162	525.405	528.649	530.811	2,623.784	3,121.679
SCOP	06	-	248.947	258.378	261.081	262.703	264.324	265.405	1,311.892	1,560.839
SCOP	07	-	248.947	258.378	261.081	262.703	264.324	265.405	1,311.892	1,560.839
<b>Total</b>			<b>9,460.000</b>	<b>9,560.000</b>	<b>9,660.000</b>	<b>9,720.000</b>	<b>9,780.000</b>	<b>9,820.000</b>	<b>48,540.000</b>	<b>58,000.000</b>

District	Distribution Area	Current Year 2019	Five Year Work Program					Five Year WP TOTAL	Current + 5Yr WP TOTAL	
			2020	2021	2022	2023	2024			
<b>SCRA - Small County Road Assistance Program</b>										
SCRA	01	-	4,545.455	4,545.455	4,545.455	4,545.455	4,545.455	22,727.273	27,272.727	
SCRA	02	-	10,606.061	10,606.061	10,606.061	10,606.061	10,606.061	53,030.303	63,636.364	
SCRA	03	-	8,333.333	8,333.333	8,333.333	8,333.333	8,333.333	41,666.667	50,000.000	
SCRA	04	-	-	-	-	-	-	-	-	
SCRA	05	-	1,515.152	1,515.152	1,515.152	1,515.152	1,515.152	7,575.758	9,090.909	
SCRA	06	-	-	-	-	-	-	-	-	
SCRA	07	-	-	-	-	-	-	-	-	
<b>Total</b>			<b>25,000.000</b>	<b>25,000.000</b>	<b>25,000.000</b>	<b>25,000.000</b>	<b>25,000.000</b>	<b>125,000.000</b>	<b>150,000.000</b>	
<b>CIGP - County Incentive Grant Program</b>										
CIGP	01	-	5,332.007	5,443.815	5,500.758	5,534.925	5,569.091	5,591.868	27,640.457	32,972.464
CIGP	02	-	4,278.925	4,327.006	4,372.267	4,399.424	4,426.581	4,444.686	21,969.963	26,248.889
CIGP	03	-	2,810.401	2,822.711	2,852.237	2,869.953	2,887.669	2,899.479	14,332.050	17,142.451
CIGP	04	-	7,020.484	7,063.415	7,137.300	7,181.631	7,225.962	7,255.516	35,863.825	42,884.309
CIGP	05	-	7,979.819	8,104.295	8,189.068	8,239.932	8,290.796	8,324.705	41,148.797	49,128.616
CIGP	06	-	4,787.983	4,793.029	4,843.166	4,873.247	4,903.329	4,923.384	24,336.155	29,124.138
CIGP	07	-	5,630.382	5,685.729	5,745.203	5,780.887	5,816.572	5,840.361	28,868.752	34,499.134
<b>Total</b>			<b>37,840.000</b>	<b>38,240.000</b>	<b>38,640.000</b>	<b>38,880.000</b>	<b>39,120.000</b>	<b>39,280.000</b>	<b>194,160.000</b>	<b>232,000.000</b>
<b>Growth Management Funds</b>										
<b>GMR - Strategic Intermodal System</b>										
GMR	99	-	189,516.000	199,320.000	208,926.000	218,076.000	227,394.000	236,784.000	1,090,500.000	1,280,016.000
<b>GRSC - Small County Outreach Program</b>										
GRSC	01	-	3,162.248	3,927.568	4,187.189	4,434.486	4,686.324	4,940.108	22,175.676	25,337.923
GRSC	02	-	7,378.578	9,164.324	9,770.108	10,347.135	10,934.757	11,526.919	51,743.243	59,121.821
GRSC	03	-	6,324.495	7,200.541	7,676.514	8,129.892	8,591.595	9,056.865	40,655.405	46,979.901
GRSC	04	-	1,054.083	1,309.189	1,395.730	1,478.162	1,562.108	1,646.703	7,391.892	8,445.974
GRSC	05	-	1,054.083	1,309.189	1,395.730	1,478.162	1,562.108	1,646.703	7,391.892	8,445.974
GRSC	06	-	527.041	654.595	697.865	739.081	781.054	823.351	3,695.946	4,222.987
GRSC	07	-	527.041	654.595	697.865	739.081	781.054	823.351	3,695.946	4,222.987
<b>Total</b>			<b>20,027.568</b>	<b>24,220.000</b>	<b>25,821.000</b>	<b>27,346.000</b>	<b>28,899.000</b>	<b>30,464.000</b>	<b>136,750.000</b>	<b>156,777.568</b>
<b>SCRC - Small County Outreach Program - Rural Communities</b>										
SCRC	99	-	11,558.432	9,000.000	9,000.000	9,000.000	9,000.000	9,000.000	45,000.000	56,558.432
<b>NSTP - New Starts Transit Program</b>										
NSTP	99	-	31,586.000	33,220.000	34,821.000	36,346.000	37,899.000	39,464.000	181,750.000	213,336.000
<b>TRIP - Transportation Regional Incentive Program</b>										
TRIP	01	-	446.964	916.793	1,372.627	1,806.823	2,248.990	2,694.574	9,039.807	9,486.772
TRIP	02	-	358.688	728.711	1,091.030	1,436.149	1,787.605	2,141.777	7,185.273	7,543.961
TRIP	03	-	235.586	475.373	711.731	936.868	1,166.140	1,397.183	4,687.295	4,922.881
TRIP	04	-	588.504	1,189.550	1,781.000	2,344.374	2,918.092	3,496.243	11,729.259	12,317.762
TRIP	05	-	668.921	1,364.845	2,043.452	2,689.846	3,348.108	4,011.457	13,457.708	14,126.630
TRIP	06	-	401.361	807.194	1,208.535	1,590.824	1,980.133	2,372.449	7,959.136	8,360.497
TRIP	07	-	471.976	957.534	1,433.624	1,887.115	2,348.932	2,814.317	9,441.521	9,913.497
TRIP	31	-	60,000.000	60,000.000	60,000.000	60,000.000	60,000.000	60,000.000	300,000.000	360,000.000
<b>Total</b>			<b>63,172.000</b>	<b>66,440.000</b>	<b>69,642.000</b>	<b>72,692.000</b>	<b>75,798.000</b>	<b>78,928.000</b>	<b>363,500.000</b>	<b>426,672.000</b>
<b>Multi-Use Corridors Funds</b>										
<b>MCOR - Multi-Use Corridors of Regional Economic Significance</b>										
MCOR	08	-	-	12,500.000	57,500.000	100,000.000	104,200.000	105,900.000	380,100.000	380,100.000
<b>TD - Transportation Disadvantage</b>										
TDMC	12	-	-	10,000.000	10,000.000	10,000.000	10,000.000	10,000.000	50,000.000	50,000.000
<b>WFMC - Workforce Development Multi-Use Corridor</b>										
WFMC	99	-	-	2,500.000	2,500.000	2,500.000	-	-	7,500.000	7,500.000
<b>SCMC - Small County Outreach Program</b>										
SCMC	01	-	-	1,621.622	1,621.622	1,621.622	1,621.622	1,621.622	8,108.108	8,108.108
SCMC	02	-	-	3,783.784	3,783.784	3,783.784	3,783.784	3,783.784	18,918.919	18,918.919
SCMC	03	-	-	2,972.973	2,972.973	2,972.973	2,972.973	2,972.973	14,864.865	14,864.865
SCMC	04	-	-	540.541	540.541	540.541	540.541	540.541	2,702.703	2,702.703
SCMC	05	-	-	540.541	540.541	540.541	540.541	540.541	2,702.703	2,702.703
SCMC	06	-	-	270.270	270.270	270.270	270.270	270.270	1,351.351	1,351.351
SCMC	07	-	-	270.270	270.270	270.270	270.270	270.270	1,351.351	1,351.351
<b>Total</b>			<b>-</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>50,000.000</b>	<b>50,000.000</b>

District	Distribution Area	Current Year		Five Year Work Program					Five Year WP TOTAL	Current + 5Yr WP TOTAL
		2019	2020	2021	2022	2023	2024			
<b>SRMC - Small County Road Assistance Program</b>										
SRMC	01	-	-	1,818.182	1,818.182	1,818.182	1,818.182	1,818.182	9,090.909	9,090.909
SRMC	02	-	-	4,242.424	4,242.424	4,242.424	4,242.424	4,242.424	21,212.121	21,212.121
SRMC	03	-	-	3,333.333	3,333.333	3,333.333	3,333.333	3,333.333	16,666.667	16,666.667
SRMC	04	-	-	-	-	-	-	-	-	-
SRMC	05	-	-	606.061	606.061	606.061	606.061	606.061	3,030.303	3,030.303
SRMC	06	-	-	-	-	-	-	-	-	-
SRMC	07	-	-	-	-	-	-	-	-	-
<b>Total</b>		-	-	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>50,000.000</b>	<b>50,000.000</b>

**SB-2514A Wheels on the Road**

<b>SIWR - Strategic Intermodal System</b>										
SIWR	99	-	47,689.000	48,059.800	48,410.000	48,760.200	49,110.400	49,440.000	243,780.400	291,469.400
<b>NSWR - New Starts Transit Program</b>										
NSWR	99	-	7,871.000	7,932.200	7,990.000	8,047.800	8,105.600	8,160.000	40,235.599	48,106.599
<b>TLWR - Trail Network</b>										
TLWR	99	-	25,000.000	25,000.000	25,000.000	25,000.000	25,000.000	25,000.000	125,000.000	150,000.000
<b>TRWR - Transportation Regional Incentive Program</b>										
TRWR	01	-	2,250.814	2,291.655	2,308.354	2,325.053	2,341.751	2,357.468	11,624.281	13,875.096
TRWR	02	-	1,806.274	1,821.518	1,834.791	1,848.064	1,861.337	1,873.829	9,239.537	11,045.811
TRWR	03	-	1,186.362	1,188.262	1,196.921	1,205.580	1,214.238	1,222.387	6,027.389	7,213.751
TRWR	04	-	2,963.576	2,973.450	2,995.117	3,016.784	3,038.451	3,058.843	15,082.645	18,046.220
TRWR	05	-	3,368.542	3,411.624	3,436.484	3,461.344	3,486.203	3,509.601	17,305.256	20,673.799
TRWR	06	-	2,021.164	2,017.697	2,032.400	2,047.102	2,061.805	2,075.642	10,234.647	12,255.811
TRWR	07	-	2,376.768	2,393.492	2,410.933	2,428.374	2,445.815	2,462.230	12,140.845	14,517.613
<b>Total</b>		-	<b>15,973.500</b>	<b>16,097.700</b>	<b>16,215.000</b>	<b>16,332.300</b>	<b>16,449.600</b>	<b>16,560.000</b>	<b>81,654.600</b>	<b>97,628.100</b>
<b>SCWR - Small County Outreach Program</b>										
SCWR	01	-	1,827.632	1,891.622	1,905.405	1,919.189	1,932.973	1,945.946	9,595.135	11,422.767
SCWR	02	-	4,264.474	4,413.784	4,445.946	4,478.108	4,510.270	4,540.540	22,388.648	26,653.122
SCWR	03	-	3,655.263	3,467.973	3,493.243	3,518.513	3,543.784	3,567.568	17,591.081	21,246.344
SCWR	04	-	609.211	630.541	635.135	639.730	644.324	648.649	3,198.378	3,807.589
SCWR	05	-	609.211	630.541	635.135	639.730	644.324	648.649	3,198.378	3,807.589
SCWR	06	-	304.605	315.270	317.568	319.865	322.162	324.324	1,599.189	1,903.794
SCWR	07	-	304.605	315.270	317.568	319.865	322.162	324.324	1,599.189	1,903.794
<b>Total</b>		-	<b>11,575.000</b>	<b>11,665.000</b>	<b>11,750.000</b>	<b>11,835.000</b>	<b>11,920.000</b>	<b>12,000.000</b>	<b>59,169.999</b>	<b>70,744.999</b>

**Toll Funds**

DSB0	99	Unallocated to Facility	858.166	3,038.684	3,038.684	3,038.684	3,038.684	3,038.684	15,193.420	16,051.586
DSB1	99	Sunshine Skyway	12,126.630	22,566.130	9,033.658	6,648.549	9,564.186	7,534.489	55,347.012	67,473.642
DSB2	99	Alligator Alley	4,813.456	5,441.861	10,598.781	92,940.714	1,094.703	2,910.577	112,986.636	117,800.092
DSB3	99	Pinellas Bayway	2.069	52.020	52.020	8,845.468	52.020	52.020	9,053.548	9,055.617
DSB5	99	Beachline East	-	-	-	-	-	-	-	-
DSB6	99	THCEA	-	-	-	-	-	-	-	-
DSB7	99	Mid-Bay Bridge	35.668	41.616	41.616	41.616	41.616	41.616	208.080	243.748
DSBC	99	Garcon Point Bridge	96.321	41.616	41.616	41.616	41.616	41.616	208.080	304.401
DSBD	99	I-95 ML	145,588.179	57,808.348	187,470.292	61,998.310	49,066.165	48,854.623	405,197.738	550,785.917
DSBF	99	I-595 ML	0.001	-	-	-	-	-	-	0.001
DSBG	99	I-595 ML	0.374	-	-	-	-	-	-	0.374
DSBH	99	I-75 ML	-	-	452.175	504.405	518.027	532.417	2,007.024	2,007.024
DSBI	99	I-4 ML	-	-	-	-	-	-	-	-
DSBJ	99	I-295 ML	-	469.459	481.665	493.683	507.016	521.100	2,472.923	2,472.923
DSBK	99	Tampa Bay ML	-	147,846.316	-	-	-	-	147,846.316	147,846.316
DSBT	99	Turnpike	175.609	-	-	-	-	-	-	175.609
DSBW	99	Wekiva Parkway	0.193	-	-	-	-	-	-	0.193
<b>Total</b>			<b>163,696.666</b>	<b>237,306.050</b>	<b>211,210.507</b>	<b>174,553.045</b>	<b>63,924.033</b>	<b>63,527.142</b>	<b>750,520.777</b>	<b>914,217.443</b>



## District Dedicated Revenue

Based on December 2018 Revenue Estimating Conference  
(in millions)

	Balance Forward	ESTIMATED COLLECTIONS						6 yrs plus Bal Fwd
	2019	2019	2020	2021	2022	2023	2024	Total
<b>DISTRICT 1</b>								
CHARLOTTE	11.527	8.019	8.325	8.620	8.819	9.116	9.315	63.743
COLLIER	0.180	13.105	13.614	14.008	14.405	14.801	15.297	85.410
DESOTO	(5.036)	1.174	1.273	1.273	1.274	1.372	1.373	2.703
GLADES	2.212	0.880	0.881	0.882	0.980	0.980	0.981	7.796
HARDEE	(1.368)	1.271	1.273	1.273	1.372	1.372	1.373	6.567
HENDRY	(17.335)	2.152	2.155	2.253	2.352	2.353	2.451	(3.620)
HIGHLANDS	12.153	4.205	4.407	4.506	4.606	4.803	4.903	39.583
LEE	9.908	29.046	30.166	31.052	31.750	32.739	33.633	198.294
MANATEE	4.824	14.670	15.181	15.673	15.973	16.468	16.964	99.752
OKEECHOBEE	2.938	2.738	2.840	2.939	2.940	3.039	3.138	20.571
POLK	47.549	27.677	28.697	29.583	30.280	31.171	32.064	227.021
SARASOTA	(2.549)	14.083	14.594	14.987	15.385	15.879	16.277	88.657
<b>District Wide</b>	0.000							0.000
<i>BF ADJUST</i>	0.000							0.000
<b>District 31</b>	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>PAR Allocation</b>	65.003	119.021	123.408	127.051	130.135	134.093	137.768	836.478
<b>Total DDR REC</b>		119.021	123.408	127.051	130.135	134.093	137.768	771.475
<b>DISTRICT 2</b>								
ALACHUA	15.397	10.660	11.068	11.363	11.661	11.959	12.355	84.462
BAKER	3.712	1.760	1.763	1.861	1.862	1.960	2.059	14.978
BRADFORD	(22.319)	1.369	1.469	1.469	1.470	1.568	1.569	(13.404)
CLAY	10.861	6.748	7.052	7.249	7.349	7.646	7.844	54.749
COLUMBIA	16.520	5.086	5.289	5.388	5.488	5.685	5.883	49.338
DIXIE	(2.593)	0.782	0.784	0.784	0.784	0.784	0.882	2.207
DUVAL	(26.631)	45.378	47.111	48.489	49.683	51.167	52.656	267.852
GILCHRIST	4.061	0.685	0.686	0.686	0.686	0.686	0.784	8.273
HAMILTON	23.627	4.205	4.309	4.506	4.606	4.705	4.805	50.763
LAFAYETTE	(0.623)	0.293	0.294	0.294	0.294	0.294	0.294	1.140
LEVY	(6.504)	1.956	1.959	2.057	2.156	2.156	2.255	6.036
MADISON	15.298	2.543	2.644	2.645	2.744	2.843	2.942	31.658
NASSAU	(21.248)	3.814	4.016	4.114	4.214	4.313	4.511	3.733
PUTNAM	3.658	3.032	3.134	3.233	3.332	3.431	3.530	23.349
ST JOHNS	27.777	11.247	11.655	12.049	12.347	12.645	13.041	100.761
SUWANNEE	17.786	2.641	2.742	2.743	2.842	2.941	3.040	34.733
TAYLOR	(10.280)	1.467	1.567	1.567	1.666	1.666	1.765	(0.582)
UNION	(1.666)	0.685	0.686	0.686	0.686	0.686	0.784	2.546
<b>District Wide</b>	0.000							0.000
<i>BF ADJUST</i>	0.000							0.000
<b>District 31</b>	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>PAR Allocation</b>	46.831	104.351	108.227	111.182	113.868	117.135	121.000	722.594
<b>Total DDR REC</b>		104.351	108.227	111.182	113.868	117.135	121.000	675.763

**District Dedicated Revenue**Based on December 2018 Revenue Estimating Conference  
(in millions)

	Balance Forward	ESTIMATED COLLECTIONS						6 yrs plus Bal Fwd
	2019	2019	2020	2021	2022	2023	2024	Total
<b>DISTRICT 3</b>								
BAY	15.913	8.411	8.717	8.914	9.211	9.410	9.707	70.284
CALHOUN	(17.615)	0.489	0.490	0.588	0.588	0.588	0.588	(14.285)
ESCAMBIA	(24.279)	12.518	12.928	13.322	13.621	14.115	14.512	56.738
FRANKLIN	(15.322)	0.587	0.588	0.588	0.588	0.588	0.588	(11.795)
GADSDEN	12.791	3.619	3.722	3.820	3.920	4.117	4.216	36.204
GULF	(6.845)	0.489	0.490	0.588	0.588	0.588	0.588	(3.515)
HOLMES	(1.511)	0.978	0.979	0.980	0.980	1.078	1.079	4.563
JACKSON	33.822	4.303	4.505	4.604	4.802	4.901	5.001	61.938
JEFFERSON	(2.891)	0.978	1.077	1.078	1.078	1.176	1.177	3.672
LEON	48.455	11.149	11.557	11.951	12.249	12.645	12.943	120.949
LIBERTY	(27.354)	0.391	0.392	0.490	0.490	0.490	0.490	(24.611)
OKALOOSA	0.838	8.411	8.717	9.012	9.211	9.508	9.707	55.405
SANTA ROSA	40.468	6.357	6.562	6.759	6.958	7.156	7.354	81.613
WAKULLA	(16.264)	1.076	1.077	1.175	1.176	1.176	1.275	(9.309)
WALTON	8.943	4.792	4.995	5.094	5.194	5.391	5.491	39.900
WASHINGTON	(25.404)	1.076	1.077	1.175	1.176	1.176	1.177	(18.547)
<b>District Wide</b>	0.000							0.000
<i>BF ADJUST</i>	0.000							0.000
<b>District 31</b>	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>PAR Allocation</b>	23.744	65.623	67.875	70.137	71.829	74.104	75.895	449.206
<b>Total DDR REC</b>		65.623	67.875	70.137	71.829	74.104	75.895	425.462
<b>DISTRICT 4</b>								
BROWARD	118.231	72.469	73.601	77.484	79.276	81.749	84.033	586.844
INDIAN RIVER	(10.263)	7.237	7.542	7.739	7.937	8.136	8.335	36.662
MARTIN	(11.838)	6.846	7.052	7.249	7.447	7.646	7.942	32.344
PALM BEACH	(35.938)	51.246	51.065	54.758	56.052	57.734	59.421	294.340
ST LUCIE	(15.222)	12.225	12.733	13.126	13.425	13.821	14.218	64.325
<b>District Wide</b>	(0.000)							(0.000)
<i>BF ADJUST</i>	0.000							0.000
<b>DISTRICT 31</b>	0.000	0.000	3.737	0.000	0.000	0.000	0.000	3.737
<b>PAR Allocation</b>	44.969	150.023	151.992	160.356	164.139	169.086	173.950	1,014.516
<b>Total DDR REC</b>		150.023	155.730	160.356	164.139	169.086	173.950	973.283

**District Dedicated Revenue**Based on December 2018 Revenue Estimating Conference  
(in millions)

	Balance Forward	ESTIMATED COLLECTIONS						6 yrs plus Bal Fwd
	2019	2019	2020	2021	2022	2023	2024	Total
<b>DISTRICT 5</b>								
BREVARD	79.425	30.415	31.538	32.424	33.220	34.209	35.202	276.433
FLAGLER	19.100	3.716	3.918	4.016	4.116	4.215	4.314	43.395
LAKE	(5.682)	12.616	13.124	13.518	13.817	14.213	14.610	76.216
MARION	133.101	17.213	17.924	18.416	18.815	19.408	20.003	244.879
ORANGE	(101.034)	61.906	64.349	57.810	62.088	64.166	71.874	281.160
OSCEOLA	(15.904)	15.452	16.063	8.146	11.328	11.823	17.944	64.852
SEMINOLE	(8.388)	17.506	18.217	10.301	13.582	14.175	20.297	85.691
SUMTER	49.412	7.628	7.933	8.130	8.329	8.626	8.825	98.884
VOLUSIA	(15.652)	20.538	21.352	13.534	16.815	17.508	23.827	97.922
<b>District Wide</b>	0.000							0.000
<i>BF ADJUST</i>	0.000							0.000
<b>DISTRICT 31</b>	0.000	0.000	0.000	33.635	22.500	22.500	0.000	78.635
<b>PAR Allocation</b>	134.378	186.991	194.417	166.296	182.110	188.343	216.898	1,269.432
<b>Total DDR REC</b>		186.991	194.417	199.931	204.610	210.843	216.898	1,213.690
<b>DISTRICT 6</b>								
DADE	51.535	90.366	93.830	96.586	98.875	101.942	104.821	637.955
MONROE	(35.476)	4.205	4.309	4.408	4.508	4.705	4.805	(8.536)
<b>District Wide</b>	(0.000)							(0.000)
<i>BF ADJUST</i>	0.000							0.000
<b>DISTRICT 31</b>	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>PAR Allocation</b>	16.059	94.571	98.139	100.994	103.383	106.647	109.626	629.419
<b>Total DDR REC</b>		94.571	98.139	100.994	103.383	106.647	109.626	613.360
<b>DISTRICT 7</b>								
CITRUS	5.582	4.890	5.093	5.192	5.292	5.489	5.687	37.225
HERNANDO	17.588	6.846	7.150	7.347	7.447	7.744	7.942	62.064
HILLSBOROUGH	38.639	56.821	58.962	60.734	62.128	64.008	65.893	407.184
PASCO	(0.301)	18.484	19.197	19.689	20.187	20.780	21.376	119.413
PINELLAS	(21.318)	31.980	33.203	34.187	34.984	36.072	37.065	186.172
<b>District Wide</b>	0.000							0.000
<i>BF ADJUST</i>	(0.000)							(0.000)
<b>DISTRICT 31</b>	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>PAR Allocation</b>	40.191	119.021	123.604	127.149	130.037	134.093	137.964	812.058
<b>Total DDR REC</b>		119.021	123.604	127.149	130.037	134.093	137.964	771.867
<b>DISTRICT 31</b>								
	4.784	0.000	3.737	33.635	22.500	22.500	0.000	87.156
<b>PAR Allocation</b>	<b>375.958</b>	<b>839.600</b>	<b>871.400</b>	<b>896.800</b>	<b>918.000</b>	<b>946.000</b>	<b>973.100</b>	<b>5,820.858</b>
<b>Transfers to D99</b>		<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>18.000</b>
<b>Net SCETS Total</b>		<b>842.600</b>	<b>874.400</b>	<b>899.800</b>	<b>921.000</b>	<b>949.000</b>	<b>976.100</b>	<b>5,462.900</b>





# Schedule A -- Work Program Fund Allocation Process

An Appendix to Work Program Instructions

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## PURPOSE

This appendix and accompanying exhibits document the allocation requirements, processes and methodology for the work program of the department. It is designed to reflect changes in the fund allocation methods or distributions within the statutory timeframes for the required work program modifications.

## BACKGROUND

The Legislature has established a series of allocation requirements in the statutes. The most significant is Section 339.135(4), Florida Statutes.

Section 339.135(5), Florida Statutes, addresses the adoption of the work program. This section specifies that the adopted work program may include only those projects submitted as part of the tentative work program developed plus any projects which are separately identified by specific appropriation in the General Appropriations Act and any roll forwards.

## PROCEDURE

The department's instructions for building a five-year project work program to the specifications of the Program and Resource Plan contain a *Schedule A* for fund allocations and a *Schedule B* for program performance targets. *Schedule A* allocates product and product-support funds to conform with the Program and Resource Plan and the Finance Plan. Funds under the budgetary control of other agencies are not included. Fund amounts are based upon (a) the Federal Aid Forecast, (b) the Transportation Revenue Estimating Conferences (REC) projection of State Funds, and (c) Bond, Toll, and Local Funds.

### (1) **State Funds**

(A) ***Summary of the State Fund Allocation Process.*** The use and allocation of state funds can be summarized as follows:

1. ***Federal Aid Matching Requirements.*** Section 120 of Title 23, U.S.C., permits a state to use certain toll revenue expenditures (toll credits) as a credit toward the non-federal matching share of all programs authorized by Title 23, (with the exception of Emergency Relief Programs) and for transit programs authorized by Chapter 53 of Title 49, U.S.C. This is in essence a "soft-match" provision that allows the federal share to be increased up to 100% to the extent toll credits are available.

Effective July 1, 2011, all Federal Highway Administration (FHWA) funded highway and transit programs except for the emergency relief program will be "soft-matched."

2. ***District Dedicated Revenue (DDR).*** Those state revenues which are collected pursuant to Section 206.608, Florida Statutes, are allocated directly to the districts, and to the maximum extent feasible, in the

county where the proceeds were collected, without being reduced by any other requirements. DDR, statutorily known as the "State Comprehensive Enhanced Transportation Systems Tax", in addition to highway uses, may also be used for district public transportation projects to meet the required statewide minimum distribution of 15% of state funds for public transportation.

3. **Non-Product Funding.** State funds are set aside to fund the "non-product" needs of the department; those matters having to do with the administration, operations and maintenance of the department and the transportation system which do not appear in the product sections of the department's Program and Resource Plan.
4. **In-House Product Support.** In-house product support is calculated. The manpower and related program components which directly support the product needs of the Program and Resource Plan are analyzed on a direct cost basis to ensure the product levels can be supported. The resultant state funds needed for support by department forces are formed into a District In-House (DIH) fund allocation. DIH is comprised of preliminary engineering, R/W support, construction engineering inspection, materials testing, and traffic operations estimated *direct* costs which are not funded with federal aid or other funds.
5. **Needs-based Program Funding.** The state funds for the needs-based state programs are allocated at the levels consistent with the objectives and assessments (program weights) apparent in the Program and Resource Plan. Maintenance, State Planning, and the FLPO component percentage required by statute are also deducted as "needs based" requirements.
6. **Public Transportation.** Funds must be set aside pursuant to Section 206.46(3), Florida Statutes, which requires a minimum of 15% of all state revenues deposited into the State Transportation Trust Fund be committed to Public Transportation programs. Only DPTO, DDR, and PORT funds will be included in the 15% calculation. Beginning in fiscal year 2009, the DS funded portion of statutorily allocated Public Transportation was transferred to fund code DPTO. DPTO funds allocated for Public Transportation in Schedules A and B must be fully programmed. The deduction calculation is performed by the Office of Work Program and Budget, Allocation Section and itemized by year. The allocation to districts is needs based as provided by the Office of Freight Logistics and Passenger Operations.

7. **Allocate Residual to Non-resurfacing DS.** Finally, the residual state funds, i.e., the amounts available for "new construction" are allocated in such a manner that the total of each district's allocation of DIHT (state 100% in-house product support and indirect costs) and non-resurfacing DS is in accordance with the district allocation formula, when compared to the statewide total for DIHT and non-resurfacing DS.
- (B) **State Fund Designations.** The state fund designations are explained in the current year's Work Program Instructions.
- (C) **State Bridge Needs Assessments.** The assessment process for the state bridge programs is set forth below.
1. BRP (State Bridge Replacement) funds are allocated statewide and managed by the Statewide Programs Manager in the Office of Work Program and Budget. Projects are programmed based on statewide bridge replacement priorities. The State Maintenance Office uses district data in the Bridge Management System (PONTIS) Bridge Work Plan to develop statewide bridge replacement priorities.
  2. BRRP (State Bridge Repair and Rehabilitation) funds are first distributed to the districts based on painting (tons of steel), fenders and number of movables. Afterward, the remainder is distributed based on the condition of the deck inventory. Large or unusual costs will be presented to the Executive Board for approval to fund.
  3. RBRP (Reimbursable Bridge Repair Program, also known as the Emergency Structures Repair) funds are used to repair impact damage from marine and vehicular traffic. These funds are partially reimbursed by insurance companies. Funds are allocated to the districts by the State Maintenance Office after notification of accident damage and cost of repairs. All projects are coordinated by the State Maintenance Office.
  4. Resurfacing targets are based on each district's percentage of deficient lane miles as determined by the Florida Analysis System for Targets (FAST). One-half SA and one-half DDR funds are used to meet the resurfacing needs in areas greater than 200,000 population whereas non-urban resurfacing needs are funded by a combination of NHRE, SA, and DS funds.
- (D) **The DS Allocation.** The DS Allocation shown on *Schedule A* is the result of the Combined DS total **less** the resurfacing component, rental car fees, non-formula, and DIHT. A special allocation formula compensates for direct product support costs and associated overhead (DIHT). This technique ensures the total district product and product support components are subjected to the district formula distribution.
- (E) **State Bond Funds and Local Funds.** The levels for state bond funds, subject to Chapters 75 (Bond Validation) and 215.605 (State Bonds for right-

of-way and bridge construction), Florida Statutes, are provided by the Office of Work Program and Budget, Allocation Section. Currently active are the Right of Way Acquisition and Bridge Construction Trust Fund bond categories and the various bond related funds of the Florida Turnpike Enterprise. DSBx contains allocations based upon actual or proposed reimbursements from toll revenues or bond funds, as determined by the Comptroller. DSBx resurfacing is charged against the respective district's DS allocation; and, DSBx bridge against BRRP levels.

(2) **Federal Funds**

Federal funds must be spent for the purposes and programs authorized by Congress and as interpreted by the U.S. Department of Transportation. These regulations often designate the projects or specify a needs based inventory or formula for funds distribution. For example, under the FAST Act (Fixing America's Surface Transportation), prescribed percentages of Surface Transportation Block Grant and Transportation Alternative funds are allocated by population relationships based upon 2010 US Census data and cannot be loaned or transferred by the department.

- (A) ***Federal Aid Apportionments versus Obligating Authority.*** Formula-based Federal Apportionments are constrained by Obligating Authority, i.e., the amount of the Authorizations that the Federal Highway Administration will allow the department to program and thus legally commit for expenditure. Federal Fund Allocations are issued in *Schedule A* based upon the Apportionments. Once Obligating Authority levels are received from the FHWA the reductions are selectively applied to the programs to protect the program production previously authorized by the Legislature in the Adopted Work Program.

The resulting document is the department's Obligating Authority Plan. In the department's *Program Accomplishment Report (PAR)* a separate line is used to subtract the Obligating Authority constraint from the allocation of the apportioned federal authorizations thus providing a net available for programming. Both federal Apportionments and Obligating Authority constraint values are stated in terms of federal dollars. Records are kept for cumulative Apportionments and cumulative Obligating Authority constraints; and, Apportionments which are not obligated and used are carried forward into the following year's allocations.

- (B) ***Federal Aid Fund Transfers.*** Transfers between certain Federal Fund categories are permitted by federal law in 23 U.S.C 104.
- (C) ***Federal Fund Distributions.*** The department distributes federal funds to its districts in one of three ways:
1. In accord with a specific method dictated by federal law.
  2. By using the formula required by federal law for FHWA's distributions among the various states for each program type. For example, Surface Transportation funds for rural areas (population less than five thousand) are distributed based upon rural road centerline miles.

3. Those federal funds which are *not* distributed by needs or formula are distributed using the district statutory formula. When the needs defined by resurfacing targets are met, the remainder is distributed using the district statutory formula.
- (D) ***Federal Aid Direct Needs Assessments.*** The following federal funds are allocated based upon needs assessments:
- |         |  |
|---------|--|
| NHPP    | - National Highway Performance Program |
| HSIP    | - Highway Safety Improvement Program   |
| PL, HPR | - Planning and Research                |
| NFP     | - National Highway Freight Program     |
| BRTZ    | - Off System Bridges                   |
- (E) ***Federal Aid Needs Based Formulas.*** Either needs-based allocation Formulas or specific stipulations in federal law form the basis for distributing the following funds:
1. Rail Crossings: Federal Rail-Highway Crossing/Protective Devices (RHP) and Federal Rail-Highway Crossing/Hazard Elimination (RHH) are statewide funds which are programmed by the Safety Office using FHWA approved methods. Projects are prioritized by the Safety Index Model using average daily traffic, train speed and train count.
  2. Rural Funds: Surface Transportation Block Grant and Transportation Alternative funds, in areas of less than 5,000 population, have been suballocated by FHWA as SN and TALN funds. In order to fulfill the apparent replacement intent, the department allocated these funds to districts based upon each district's share of centerline miles of Rural-Other State roads as published annually by the department's Office of Planning and Statistics. The percentage is used for all five years of the Work Program. The FAST Act continued the program.
  3. Congestion Mitigation: Since all areas within Florida are now determined to be in attainment of the specified air quality standards, beginning in FY 2010, funding received for this program will be allocated to all districts based on statutory formula.

## **DEFINITIONS**

- (1) **Allocation** - As used in this section, the cumulative federal authorizations or state fund distributions. Allocations are recorded and maintained by fund, district and fiscal year.
- (2) **Bond Funds** - Those transportation funds planned to be supported from the proceeds of State bond sales and utilized as provided by law to supplement other transportation resources of the department.
- (3) **Bridge Inventory** - A data file which contains the findings of the bridge inspection program. Maintenance of this file is required by the Code of Federal Regulations

and Florida Statutes. The file is used to identify and prioritize bridge maintenance, repair and replacement needs; and, to project future bridge needs.

- (4) **Department** - The Florida Department of Transportation.
- (5) **Distribution** - The allocation of funds to program, district, or project subsets.
- (6) **Effective Matching Ratio** - The percent used to match Federal Aid Funds to develop the Schedule A.
- (7) **Executive Board** - The senior management policy-making committee of the department. It is comprised of the Secretary, the three Assistant Secretaries, the seven District Secretaries, and the Executive Directors of the Turnpike Enterprise and the Rail Enterprise.
- (8) **FS** - Florida Statutes.
- (9) **FY** - State Fiscal Year, July 1 to June 30.
- (10) **Forecast of Federal Aid** - The documentation, prepared by the Office of Work Program and Budget, which provides the department with anticipated levels of federal funds for the current and five succeeding years. The Forecast is developed by analyzing likely congressional appropriation actions related to the latest federal transportation acts. Current (or likely) distribution factors are applied to estimate the apportionment to Florida.
- (11) **Funds** - As used in this document, funds are estimated state revenues or federal apportionments available for contractual commitment during the respective fiscal years. Funds are available in categories established by federal and state laws or regulations. A list of funds current at the date of writing is shown as Exhibit 1, Schedule A -- Federal Funds Distribution Matrix and Exhibit 2, Schedule A -- State Funds Distribution Matrix.
- (12) **In-House** - Refers to the use of department personnel rather than consultants or contractors.
- (13) **Needs Based Formula** - A fund distribution method in which needs have been determined (or estimated) using a mathematical statement of logical relationships. These types of formulae will vary by program and fund category and should be distinguished from distribution based strictly upon quantified needs inventory, i.e., prioritized or ranked listings.
- (14) **Nominal Ratio** - The federal government's program matching percentage as authorized by law for reimbursement of eligible costs.
- (15) **Program and Resource Plan** - The ten year comprehensive plan which is input to the 36-Month Cash Forecast and the 5-Year Finance Plan to insure the Work Program is financed. The plan allocates all transportation resources to department programs over the current and succeeding five years and forms the basis for department work programming, the PAR and the Schedule A.

- (16) **Program Targets** - Program dollar level requirements, by district and program area, that establish specific programming objectives to be attained in developing the Tentative and Adopted 5-Year Work Program. Targets are derived from the objectives developed pursuant to Section 334.046, FS, through needs assessments and related statutory criteria, and are implemented using individual allocations, or by requiring mandatory use of specific levels of other allocations.
- (17) **Safety Index (Rail/Highway Crossing)** - A data index designed to show the degree of safety at crossings. Higher values indicate higher levels of safety.
- (18) **Schedule A** - A schedule of the Work Program Instructions which shows, by district and fiscal year, the allocation of each type of state and federal fund. The document does not attempt to predict or propose projects which will be 'line-item' specified in future appropriation acts; however, adjustments are made to district shares as directed in Section 339.135(4), FS, for any appropriated project line-items.
- (19) **District Statutory Formula** - This fund distribution method for "new construction", is based on 50% population and 50% motor fuel tax collections as specified in Section 339.135(4) (a), FS. Motor fuel tax collections include gasoline, gasohol and special fuels. Motor fuels purchased, multiplied by the applicable tax rates, gives the district motor fuel tax collections. This is divided by the total statewide motor fuel tax collections to give the district percentage of motor fuel tax collections.

The formula is applied to funds after they are reduced for system needs other than "new construction", such as resurfacing, bridge repair and replacement, etc. The formula may be stated as follows:

**District Statutory Formula:** when  
 district population/statewide population = x; and  
 district collections/statewide collections = y; then  
 district distribution factor =  $(x + y)/2$ .

Each district factor is multiplied by the total funds available for distribution to give each district's share of those funds. The most recently available official population and collections data is used. The current factor is used for all five years of the work program.

- (20) **SCETS** - State Comprehensive Enhanced Transportation Systems.
- (21) **Schedule B** - A schedule that shows the allocation of program targets by district and fiscal year. The Schedule B is published in the annual Work Program Instructions.
- (22) **Tentative Work Program** - The listing of all transportation projects planned for each of the ensuing five fiscal years. It is compiled by the central office based on the district and relevant central office Work Programs.





## Schedule A - Federal Funds Distribution Matrix

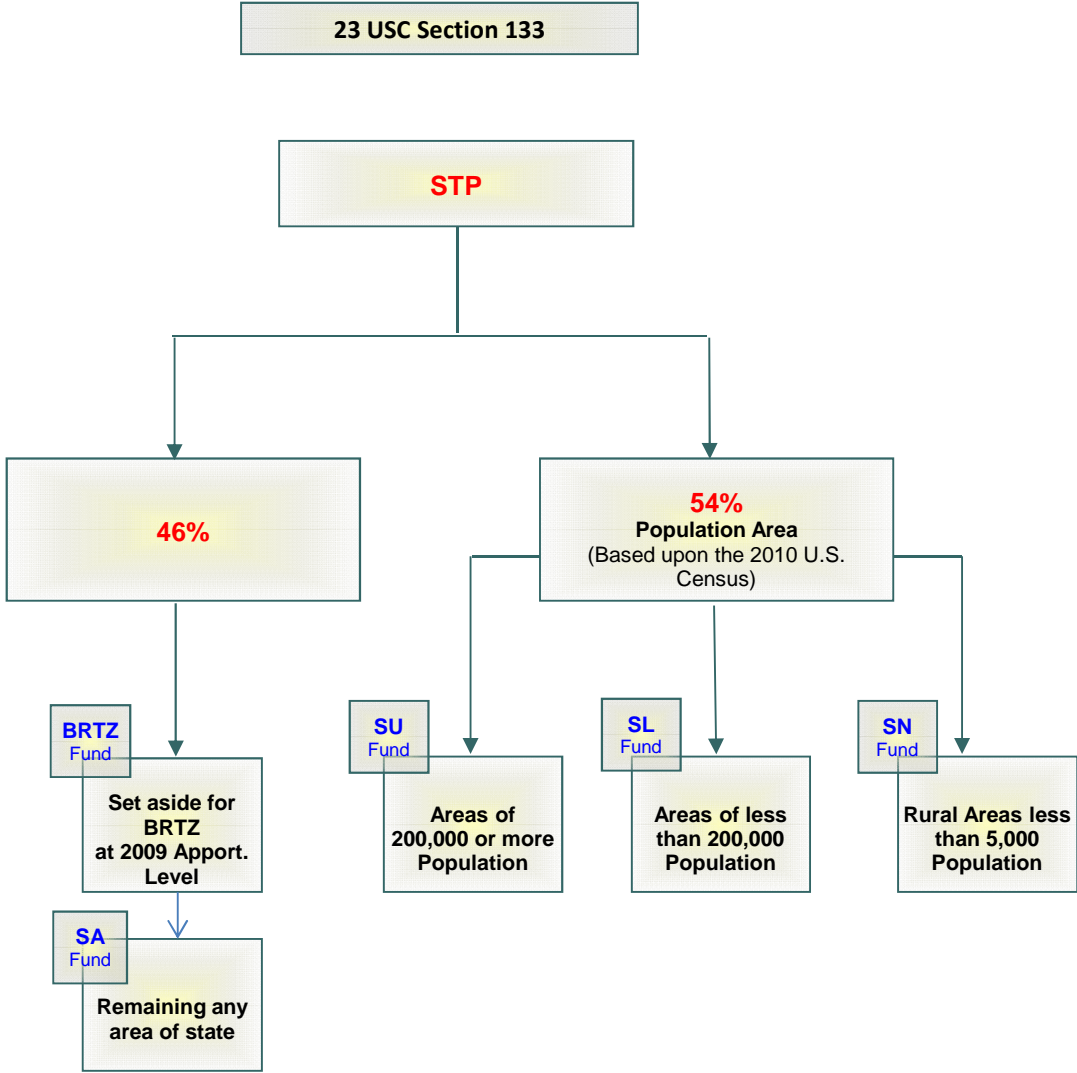
FUND		ALLOCATION CHARACTERISTICS		
Code	Description	Level	Method	Comment
BRT	Bridge Replacement Program, On System	Statewide	Needs	SAFETEA-LU, Section 1101(a)(3) and 1114 and Title 23 U.S.C, Section 144
BRTZ	Bridge Replacement Program, Off-System	Statewide	Needs	FAST Act, Section 1109(b)(1) and Title 23, U.S.C., Section 133
CM	Congestion Mitigation	District	Federal	FAST Act, Section 1101(a)(1); Section 1114 and Title 23 U.S.C., Section 149(b)(4)
DU	State Primary, Federal Reimbursable Funds	District	Federal	Federal Law provides distribution based upon Rural or Elderly Handicapped Population
EB	Equity Bonus	District	Statutory %	SAFETEA-LU, Section 1104 and Title 23 U.S.C., Section 105
EBBP	Equity Bonus Supplement, Bridges	Statewide	Needs	SAFETEA-LU, Section 1104 and Title 23 U.S.C., Section 105
EBNH	Equity Bonus Supplement, NH System	Statewide	Needs	SAFETEA-LU, Section 1104 and Title 23 U.S.C., Section 105
GFSA	General Funds STPBG Any Area	District	Statutory %	Title 23 U.S.C., Section 133(B)(1)(A) and USDOT Appropriations Act FFY2018, Title I of Division L, Public Law 115-141
GFSL	General Funds STPBG <200k >5k [Small Urban]	District	Population	Title 23 U.S.C., Section 133(B)(1)(A) and USDOT Appropriations Act FFY2018, Title I of Division L, Public Law 115-142
GFSN	General Funds STPBG <5k [Rural]	District	Rural Miles	Title 23 U.S.C., Section 133(B)(1)(A) and USDOT Appropriations Act FFY2018, Title I of Division L, Public Law 115-143
Gfsp	General Funds Safety Program	Statewide	Needs	Title 23 U.S.C., Section 133(B)(1)(A) and USDOT Appropriations Act FFY2018, Title I of Division L, Public Law 115-144
GFSU	General Funds STPBG >200k [Urban]	District	Population	Title 23 U.S.C., Section 133(B)(1)(A) and USDOT Appropriations Act FFY2018, Title I of Division L, Public Law 115-144
HP	Highway Planning	Statewide	Needs	FAST Act, Section 1104(e)(6) and Title 23 U.S.C., Section 505
HR	Highway Research	Statewide	Needs	FAST Act, Section 1104(e)(6) and Title 23 U.S.C., Section 505
HRRR	High Risk Rural Roads	Districts	Rural Miles	FAST Act, Section 1113, and Title 23 U.S.C., Section 148
HSID	Set Aside of NHPP for Intersection Improvement	Statewide	Needs	Funds transferred from NHPP for intersection improvement
HSLD	Set Aside of NHPP for Lane Departure Improvement	Statewide	Needs	Funds transferred from NHPP for lane departure improvement
HSP	Highway Safety Program	Statewide	Needs	FAST Act, Section 1101(a)(1); Section 1113, and Title 23 U.S.C., Section 104(b)(3); Section 148
HSPT	Transfer from HSP for Education	Statewide	Needs	Funds transferred from HSP for Safety Educational Programs
IM	Interstate Maintenance	Statewide	Needs	SAFETEA-LU, Section 1101(a)(1) and Title 23 U.S.C., Section 119
NFP	National Freight Program	Statewide	Needs	FAST Act, Section 1101(a)(1); Section 1116 and Title 23 U.S.C. Section 104(b)(5); Section 167
NFPD	National Freight Program, Discretionary	Statewide	Needs	FAST Act, Section 1116 and Title 23 U.S.C., Section 167
NFPI	National Freight Program, Intermodal	Statewide	Needs	FAST Act, Section 1116 and Title 23 U.S.C., Section 167(i)(5)(B)
NH	National Highway System	Statewide	Needs	SAFETEA-LU, Sections 1101 (a)(1) and Title 23, U.S.C., Section 119
NHBR	National Highway Bridges	Statewide	Needs	FAST Act, Section 1106 and Title 23, U.S.C., Section 119
NHEX	National Highway Performance Program Exempt	Statewide	Needs	FAST Act, Section 1102(b)(13) and Title 23, U.S.C., Section 119
NHPP	National Highway Performance Program	Statewide	Needs	FAST Act, Section 1101(a)(1); Section 1106 and Title 23, U.S.C., Section 119; Section 104(b)(1)
NHRE	National Highway Performance Program, Resurfacing	District	Needs	FAST Act, Section 1106 and Title 23, U.S.C., Section 119
PL	Metropolitan Planning	Statewide	Needs	FAST Act, Section 1101(a)(1); Section 1201, and Title 23 U.S.C., Section 104; Section 134
RECT	Recreational Trails	Statewide	Needs	FAST Act, Section 1109(b)(7), and Title 23 U.S.C., Section 133
RED	Redistribution of Certain Authorized Funds	Statewide	Needs	FAST Act, Section 1102(f)
RHH	Rail Highway Crossings, Hazard Devices	Statewide	Needs	FAST Act, Section 1108 and Title 23 U.S.C., Section 130
RHP	Rail Highway Crossings, Protective Devices	Statewide	Needs	FAST Act, Section 1108 and Title 23 U.S.C., Section 130(e)(1)(B)
SA	Surface Transportation Program, Any Area	District	Statutory %	FAST Act, Section 1101(a)(1); Section 1109 and Title 23, U.S.C., Section 133, Section 104(b)(2)
SAAN	Surface Transportation Program, Not on NHS	Statewide	Needs	MAP 21, Section 1108 and Title 23, U.S.C., Section 133
SE	Surface Transportation Program, Enhancement	District	Statutory %	SAFETEA-LU, Section 1101(a)(4) and 1113 and Title 23, U.S.C., Section 133
SL	Surface Transportation Program, Population <= 200K	District	Population	FAST Act, Section 1109(b)(1) and Title 23, U.S.C., Section 133
SN	Surface Transportation Program, Population <= 5K	District	Rural Miles	FAST Act, Section 1109(b)(1) and Title 23, U.S.C., Section 133
SR2E	Safe Routes to School, Either	District	% Enrollment	SAFETEA-LU, Section 1101(a)(17) and 1404, Title 23, U.S.C., Section 402
SR2N	Safe Routes to School, Non-Infrastructure	District	% Enrollment	SAFETEA-LU, Section 1101(a)(17) and 1404, Title 23, U.S.C., Section 402
SR2S	Safe Routes to School, Infrastructure	District	% Enrollment	SAFETEA-LU, Section 1101(a)(17) and 1404, Title 23, U.S.C., Section 402
SR2T	Safe Routes to School, Transfer	Statewide	Needs	FHWA HQ & FL Division Office authorized the transfer of MAP-21 HSP Safety Funds to SR2T Funds
SU	Surface Transportation Program, Population > 200K	District	Population	FAST Act, Section 1109(b)(1) and Title 23, U.S.C., Section 133
TALL	Transportation Alternative Program, Population <= 200K	District	Population	FAST Act, Section 1109(b)(7), and Title 23 U.S.C., Section 133
TALN	Transportation Alternative Program, Population <= 5K	District	Rural Miles	FAST Act, Section 1109(b)(7), and Title 23 U.S.C., Section 133
TALT	Transportation Alternative Program, Any Area	District	Statutory %	FAST Act, Section 1109(b)(7), and Title 23 U.S.C., Section 133
TALU	Transportation Alternative Program, Population > 200K	District	Population	FAST Act, Section 1109(b)(7), and Title 23 U.S.C., Section 133
TIFR	Redistribution of TIFIA Funds	Statewide	Needs	Title 23 U.S.C., Section 608(a)(4)

## Schedule A - State Funds Distribution Matrix

FUND		ALLOCATION CHARACTERISTICS		
Code	Description	Level	Method	Comment
AC	Advanced Construction	District	Statutory %	Revolving AC allocation by district
BNBR	Amendment 4 Bonds	District	Needs	337.276, FS
BNCA	Bonds, Controlled Access	District	Statutory %	337.276, FS
BNDS	Bonds, State	District	Statutory %	337.276, FS
BNIR	Intrastate RW Bridge Bonds	Statewide	Needs	337.276, FS
BRP	Bridge Replacement Program	Statewide	Needs	339.135(4)(a), FS
BRRP	Bridge Repair and Rehabilitation	District	Needs	339.135(4)(a), FS
CIGP	County Incentive Grant Program	District	Statutory %	339.2817, FS
DC	State Primary PE Consultants	Statewide	Needs	State 100%
DDR	District Dedicated Revenue	District	Statute	206.608, FS
DEM	Environmental Mitigation	Statewide	Needs	253, FS; 267, FS and 373 (Part IV), FS
DEMW	Environmental Mitigation, Wetlands	Statewide	Needs	253, FS; 267, FS and 373 (Part IV), FS
DI	Statewide Inter/Intrastate Highway	Statewide	Needs	339.135(4)(a)2., FS and 339.65(6), FS
DIH	District In-House	District	Budget	District PE,RW and CEI manpower/support costs in LBR
DIS	Strategic Intermodal System	Statewide	Needs	339.61, FS and 339.65(6), FS
DITS	Statewide Intelligent Transportation System	Statewide	Needs	Intelligent Transportation Systems (ITS) Program
DL	Public Transportation Office, Local	Statewide	Needs	State 100%
DPTO	Public Transportation Office, State	District	Needs	206.46(3), FS; 341.302, FS; 332.006, FS; 341.053, FS; 311.14, FS; 341, FS and 331.360, FS
DRA	Rest Areas	Statewide	Needs	State 100%
DS	State Primary Highways and Public Transportation Office:			
	Resurfacing	District	Needs	339.135(4)(a), FS
	Formula	District	Statutory %	339.135(4)(a), FS
	Rental Car Fees	District	Statute	212.0606, FS
DSPC	Service Patrol Contract	District	Needs	
DWS	Weigh Stations	Statewide	Needs	State 100%
FINC	FDOT Financing Corporation	Statewide	Needs	339.0809, FS
GMR	Growth Management, Strategic Intermodal System	Statewide	Needs	201.15, FS and 339.65(6), FS
GRSC	Growth Management, Small County Outreach Program	Statewide	Eligible Counties	201.15, FS and 339.2818, FS
NSTP	New Starts Transit	Statewide	Needs	201.15, FS
NSWR	Wheels on the Road, New Starts Transit	Statewide	Needs	320.072, FS
PKED	Turnpike Access Roads	Statewide	Needs	339.0801, FS
POED	Seaport Investment program	Statewide	Needs	339.0801, FS
PORB	Port Funds Returned from Bonds	District	Needs	320.20(3) & (4), FS and 311.07, FS
PORT	Seaports	Statewide	Needs	320.20(3) & (4), FS and 311.07, FS
RBRP	Reimbursable Structure Repair	Statewide	Needs	339.135(4)(a), FS
SAFE	Secure Airports for Florida Economy	Statewide	Needs	320.08058(32), FS and 332.007, FS
SCED	Small County Outreach Program, from Motor Vehicle Title Fee	District	Eligible Counties	339.0801, FS; 319.32, FS and 339.2818, FS
SCOP	Small County Outreach Program, from Excise Tax	District	Eligible Counties	201.15, FS and 339.2818, FS
SCRA	Small Counties Resurfacing Assistance	District	Eligible Counties	339.2816, FS and 336.025(1)(a), FS
SCRC	SCOP for Rural Communities	Statewide	Eligible Counties	339.2818, FS; 288.0656(7)(a), FS and 288.0656(2)(d) & (e), FS
SCWR	Wheels on the Road, Small County Outreach Program	District	Eligible Counties	320.072, FS
SIWR	Wheels on the Road, Strategic Intermodal System	Statewide	Needs	320.072, FS
SPN	Sponsorship Agreement	Statewide	Needs	Established to track revenue and projects funded with proceeds from sponsorship agreements
STED	Strategic Economic Corridors	Statewide	Needs	339.0801, FS
SROM	SunRail Revenues for Operations and Maintenance	Statewide	Needs	Established to track SunRail revenues
TDDR	Transportation Disadvantaged, DDR Use	Statewide	Needs	427, FS
TDED	Transportation Disadvantaged, \$10M	District	Needs	338.0801(3), FS
TDHC	Transportation Disadvantaged, Healthcare	Statewide	Needs	427, FS
TDTF	Transportation Disadvantaged, Trust Fund	Statewide	Needs	427, FS
TLWR	Wheels on the Road, Trail Network	Statewide	Needs	320.072, FS
TRIP	Transportation Regional Incentive Program	District	Statutory %	201.15, FS and 339.2819, FS
TRWR	Wheels on the Road, Transportation Regional Incentive Program	District	Statutory %	320.072, FS
WKBL	Transfer Beachline East to Turnpike	Statewide	Needs	338.165(10), FS
WKOC	Repayment of OOC Debt	Statewide	Needs	348.757, FS

# Surface Transportation Block Grant Program

## Distribution per the FAST Act

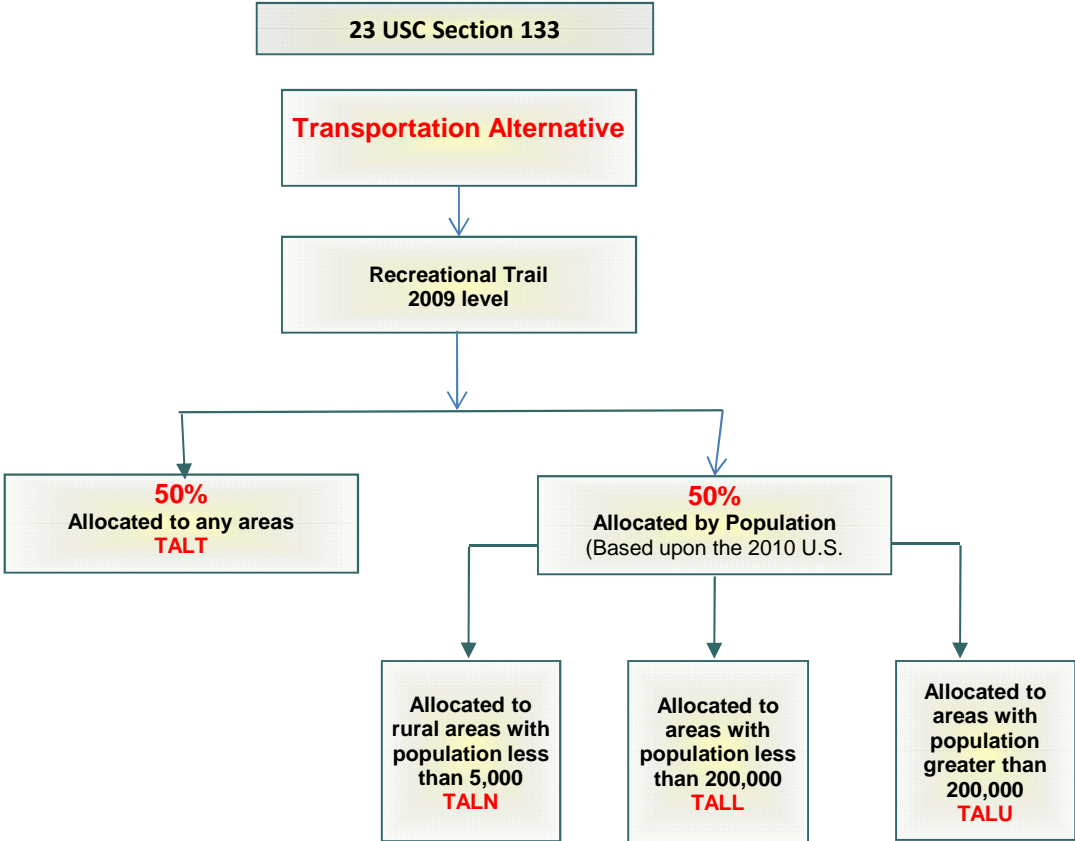


\*Percentages change per year as follows:

Year	Any Area	Population Area
2016	49%	51%
2017	48%	52%
2018	47%	53%
2019	46%	54%
2020	45%	55%

# Transportation Alternatives Program

## Distribution per the FAST Act



SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

Date of Change	Change to Schedule B
September 26, 2018	<b>Initial Allocations</b>
	<b>SIS</b> Loaded Targets for FYs19-24.
	<b>PE Consultants</b> Loaded Targets for FYs19-24.
	<b>Maintenance</b> Loaded Targets for FYs19-24.
	<b>ITS</b> Loaded Targets for FYs19-24.
	<b>AC</b> Loaded Targets for FY19.
	<b>FLP</b> Loaded Targets for FYs19-24.
	<b>Planning</b> Loaded Targets for FYs19-24.
October 3, 2018	<b>Inhouse</b> Loaded Targets for FYs19-24.
	<b>Transit</b> Updated Targets TMPS and TMPF for FYs20-24.
October 19, 2018	<b>Aviation</b> D30 - FY20: ACDS was reduced by \$16,000,000. D5 - FY20: AADS was increased by \$16,000,000.
	<b>Transit</b> D30 - FY20: TTAS was reduced by \$3,700,000. D5 - FY20: TTAS was increased by \$3,700,000. D30 - FY19: TPS was reduced by \$100,000. D2 - FY19: TPS was increased by \$100,000. D30 - FY19: TPF was reduced by \$400,000. D2 - FY19: TPS was increased by \$400,000.
	<b>Seaport</b> D30 - FY19: SDS was reduced by \$1,000,000. D1 - FY19: SDS was increased by \$250,000. D2 - FY19: SDS was increased by \$228,491. D3 - FY19: SDS was increased by \$18,750. D4 - FY19: SDS was increased by \$91,263. D5 - FY19: SDS was increased by \$149,123. D6 - FY19: SDS was increased by \$191,559. D7 - FY19: SDS was increased by \$70,814.
October 24, 2018	<b>ITS</b> FY21 - TOTR: Decreased D6 by \$3,000,000 and Increased D30 by the same. FY24 - TOTR: Increased D2, D3, D6, & D7 by \$301,390; \$1,808,280; \$616,513; and \$4,218,728, respectively.
October 25, 2018	<b>ITS</b> D1-7 - FY20: TOTI was increased by \$1,125,557; \$1,896,033; \$1,417,521; \$1,939,332; \$656,823; \$1,761,268; and \$2,261,345 respectively. D1-7 - FY21: TOTI was increased by \$899,086; \$2,026,045; \$1,457,071; \$2,151,822; \$496,137; \$1,802,961; and \$2,872,763, respectively. D1-7 - FY22: TOTI was increased by \$996,274; \$2,073,258; \$1,494,566; \$2,453,193; \$781,250; \$1,841,489; and \$3,751,509, respectively.

SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

Date of Change	Change to Schedule B
October 25, 2018 (Cont.)	D1-2 and D4-7 - FY23: TOTI was increased by \$78,570; \$245,573; \$1,723,184; \$873,201; \$664,169; and \$2,902,063, respectively. D1-7 - FY24: TOTI was increased by \$1,137,486; \$2,189,089; \$1,585,539; \$2,679,904; \$978,240; \$1,902,550; \$4,644,868, respectively.
October 26, 2018	<p><b>Aviation</b></p> <p>D30 - FY21: ACDS was reduced by \$9,000,000. D1 &amp; D5 - FY21: AADS was increased by \$4,500,000.</p> <p>D30 - FY22: ACDS was reduced by \$7,999,998. D5 - FY22: AADS was increased by \$7,999,998.</p> <p>D30 - FY23: ACDS was reduced by \$8,500,000. D1 - FY23: AADS was increased by \$8,500,000.</p> <p>D30 - FY24: ACDS was reduced by \$100,000. D30 - FY24: AADS was increased by \$100,000.</p> <p><b>Transit</b></p> <p>D31 - FY21: TSDP was increased by \$700,000 from RR29 which was reduced by the same. D31 - FY22: TSDP was increased by \$800,000 from RR29 which was reduced by the same. D30 - FY24: TTAS was reduced by \$977,396 and increased for TSTB by the same.</p> <p><b>Rail</b></p> <p>D31 - FY24: RR29 was increased by \$5,449,823 from TSDP which was reduced by the same. D30 - FY24: R53R was increased by \$454,962. D30 - FY24: R53P was increased by \$454,962.</p>
November 9, 2018	<p><b>Maintenance</b></p> <p>D3 - FYs 21 - 22: MHWY was decreased by \$675,000 and MNCF was increased by the same.</p>
November 21, 2018	<p><b>Transit</b></p> <p>D30 - FY19: TPS was increased by \$70,000 and D5 was reduced by the same. D30 - FY19: TPF was increased by \$280,000 and D5 was reduced by the same. D30 - FY19: T18F was reduced by \$75,000 and D5 was increased by the same.</p> <p><b>Rail</b></p> <p>D30 - FY19: R53R was reduced by \$35,030. D2 - FY19: R53R was increased by \$13,200. D5 - FY19: R53R was increased by \$21,830.</p>
January 2, 2019	<p><b>REC Update</b></p> <p>D30 - All Years: Increases in DPTO for all years.</p>
February 6, 2019	<p><b>Planning</b></p> <p>D20 - FY24: PLEM was reduced by \$400,000. D1 - FY24: PLEM was increased by \$400,000.</p>
March 13, 2019	<p><b>REC Update</b></p> <p>D30 - All Years: Increases in DPTO for each year.</p>

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

(\$ IN MILLIONS)

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	99	613.877	628.598	642.577	656.741	671.647	687.728	3,287.291
Strategic Intermodal System Highway corridors	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total Minimum Targets	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
(Includes R/W Land, "Other" Construction, Bridge Replace & Associated Support) (1)	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Excludes Turnpike (Pxxx), Local (LFxx)	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		613.877	628.598	642.577	656.741	671.647	687.728	3,287.291

(1) "Other" Construction is all construction except Resurfacing, Bridge Repair, and Highway Safety programs.

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
ACSA	1	53.066	0.000	0.000	0.000	0.000	0.000	0.000
	2	13.593	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR STP, ANY AREA TARGET	3	23.125	0.000	0.000	0.000	0.000	0.000	0.000
	4	26.516	0.000	0.000	0.000	0.000	0.000	0.000
	5	36.903	0.000	0.000	0.000	0.000	0.000	0.000
ACSA' funds only	6	18.734	0.000	0.000	0.000	0.000	0.000	0.000
	7	22.922	0.000	0.000	0.000	0.000	0.000	0.000
Total		194.859	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
SX01	1	10.050	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR STP, URBAN AREA >200K TARGET	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
'ACSU' funds using Dist Area X01 only	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		10.050	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
SX02	1	12.191	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR STP, URBAN AREA >200K TARGET	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
'ACSU' funds using Dist Area X02 only	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		12.191	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
SX03	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	5.899	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR STP, URBAN AREA >200K TARGET	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
'ACSU' funds using Dist Area X03 only	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		5.899	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
SX04	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR STP, URBAN AREA >200K TARGET	3	4.896	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
'ACSU' funds using Dist Area X04 only	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		4.896	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
SX05	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR STP, URBAN AREA >200K TARGET	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	13.392	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
'ACSU' funds using Dist Area X05 only	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		13.392	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
SX06	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR STP, URBAN AREA >200K TARGET	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	9.653	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
'ACSU' funds using Dist Area X06 only	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		9.653	0.000	0.000	0.000	0.000	0.000	0.000





NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
SX16	1	3.815	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR STP, URBAN AREA >200K	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TARGET	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
'ACSU' funds using Dist Area X16 only	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		3.815	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
SX17	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR STP, URBAN AREA >200K	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TARGET	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
'ACSU' funds using Dist Area X17 only	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	3.484	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		3.484	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
ACSL	1	7.918	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR STP, AREAS <200K	2	2.913	0.000	0.000	0.000	0.000	0.000	0.000
TARGET	3	6.829	0.000	0.000	0.000	0.000	0.000	0.000
'ACSL' funds only	4	1.070	0.000	0.000	0.000	0.000	0.000	0.000
	5	6.954	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.346	0.000	0.000	0.000	0.000	0.000	0.000
	7	2.445	0.000	0.000	0.000	0.000	0.000	0.000
Total		28.475	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
ACSN	1	5.577	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR STP, MANDATORY NON-URBAN	2	2.922	0.000	0.000	0.000	0.000	0.000	0.000
TARGET	3	8.302	0.000	0.000	0.000	0.000	0.000	0.000
'ACSN' funds only	4	0.617	0.000	0.000	0.000	0.000	0.000	0.000
	5	2.273	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.285	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.389	0.000	0.000	0.000	0.000	0.000	0.000
Total		20.365	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
ACCM	1	2.505	0.000	0.000	0.000	0.000	0.000	0.000
ADVANCED CONSTRUCTION FOR CONGESTION MITIGATION	2	0.588	0.000	0.000	0.000	0.000	0.000	0.000
TARGET	3	1.041	0.000	0.000	0.000	0.000	0.000	0.000
'ACCM' funds only	4	1.345	0.000	0.000	0.000	0.000	0.000	0.000
	5	2.194	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.862	0.000	0.000	0.000	0.000	0.000	0.000
	7	1.221	0.000	0.000	0.000	0.000	0.000	0.000
Total		9.756	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
PLNI	20	1.572	1.443	1.478	1.514	1.551	1.586	7.572
PLANNING	21	1.590	1.590	1.590	1.590	1.590	1.590	7.950
In-House Planning Targets	1	0.962	0.981	1.001	1.021	1.041	1.062	5.105
D Funds	2	1.331	1.186	1.228	1.255	1.284	1.309	6.262
Program - IS,00,82 Phase - 11,12,21,82	3	0.286	0.292	0.297	0.303	0.309	0.316	1.518
	4	0.652	0.493	0.521	0.534	0.548	0.559	2.656
	5	1.318	1.344	1.371	1.398	1.426	1.455	6.995
	6	0.329	0.335	0.342	0.349	0.356	0.363	1.745
	7	0.620	0.461	0.488	0.501	0.514	0.524	2.488
Total		8.659	8.125	8.316	8.466	8.620	8.764	42.291

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	20	9.000	9.000	9.000	9.000	9.000	9.000	45.000
PLHP	1	1.288	1.314	1.340	1.367	1.395	1.422	6.839
	2	1.550	1.752	1.770	1.802	1.835	1.872	9.030
PLANNING	3	1.603	1.806	1.825	1.858	1.892	1.930	9.311
In-House Planning Targets	4	1.608	1.811	1.830	1.863	1.897	1.935	9.337
HP Funds	5	1.180	1.203	1.227	1.252	1.277	1.302	6.261
excludes Program - PC	6	1.601	1.803	1.821	1.847	1.886	1.869	9.226
	7	1.565	1.768	1.786	1.818	1.851	1.888	9.111
	Tpk	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Total	19.394	20.458	20.598	20.807	21.033	21.219	104.115

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	20	5.379	2.757	2.757	2.757	2.757	2.757	13.785
	23	0.000	2.800	2.800	2.800	2.800	2.800	14.000
	30	0.203	0.203	0.203	0.203	0.203	0.203	1.015
PLNC	1	5.347	4.373	4.373	4.373	4.373	4.373	21.864
	2	4.677	4.577	4.577	4.577	4.577	4.577	22.884
Consultant & Grant Planning Targets	3	4.209	3.838	3.838	3.838	3.838	3.838	19.192
	4	5.892	5.892	5.892	5.892	5.892	5.892	29.458
D Funds	5	5.908	5.776	5.776	5.776	5.776	5.776	28.882
	6	4.979	4.993	4.993	4.993	4.993	4.993	24.964
Includes "FLP Planning Consultants"	7	5.223	5.223	5.223	5.223	5.223	5.223	26.117
	Total	41.815	40.432	40.432	40.432	40.432	40.432	202.160

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
HPPC	20	2.091	2.091	2.091	2.091	2.091	2.091	10.454
Planning Consultants	Total	2.091	2.091	2.091	2.091	2.091	2.091	10.454
HP Funds								
Program - PC Phase - 12								

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	20	15.018	6.913	6.770	6.561	6.336	6.149	32.729
	1	0.300	0.400	0.400	0.400	0.400	0.400	2.000
PLEM	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Planning Consultants	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Work Program	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
HP Funds	Total	15.318	7.313	7.170	6.961	6.736	6.549	34.729
Program - PC Phase - 12,18								

Fund/Program	Budgeting District	Roll Forward to FY18/19	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
				19/20	20/21	21/22	22/23	23/24	
	40	11.612	3.500	3.500	3.500	3.500	3.500	17.500	
PEIH	1	4.146	6.786	7.058	7.340	7.634	7.927	37.346	
	2	9.678	8.015	8.336	8.669	9.016	9.372	44.108	
Preliminary Eng. (In-House)	3	8.543	7.246	7.535	7.837	8.150	8.485	39.873	
	4	3.052	10.909	11.345	11.799	12.271	12.763	60.034	
	5	13.556	8.128	8.453	8.791	9.143	9.509	44.729	
Program - 00 & 44 Phase - 31,21	6	2.717	6.903	7.179	7.466	7.765	8.075	37.989	
excludes HP funds	7	1.969	7.466	7.764	8.075	8.398	8.733	41.085	
	Tpk	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
	Total	55.275	58.953	61.171	63.478	65.877	68.297	322.665	

Fund/Program	Budgeting District	Roll Forward to FY18/19	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
				19/20	20/21	21/22	22/23	23/24	
	50	0.218	1.000	1.000	1.000	1.000	1.000	5.000	
CEIH	1	6.630	5.424	5.841	6.267	6.704	7.152	30.555	
	2	13.025	7.674	7.981	8.301	8.633	8.978	43.230	
C.E.I. (In-House)	3	5.096	6.299	6.551	6.813	7.085	7.369	35.481	
	4	16.939	8.969	9.328	9.701	10.089	10.492	50.521	
	5	34.034	9.317	9.690	10.078	10.481	10.900	52.484	
Program - 00 & 44 Phase - B1 & 61	6	10.037	3.638	3.783	3.935	4.092	4.256	20.492	
	7	12.785	4.294	4.465	4.644	4.830	5.023	24.185	
	Tpk	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
	Total	98.762	46.615	48.440	50.337	52.311	54.363	261.948	

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

Fund/Program	Budgeting District	Roll	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL	
		Forward to FY18/19		18/19	19/20	20/21	21/22	22/23		23/24
	40	0.357	0.500	0.500	0.500	0.500	0.500	0.500	0.500	2.500
ROWI	1	1.164	2.272	2.363	2.458	2.556	2.658	2.765	2.871	12.799
	2	1.225	2.222	2.311	2.403	2.499	2.599	2.703	2.816	12.516
Right-of-Way Sup. (In-House)	3	1.196	1.784	1.855	1.930	2.007	2.087	2.171	2.254	10.049
	4	1.920	2.083	2.166	2.253	2.343	2.437	2.534	2.634	11.734
Program - 00 Phase - 41	5	2.236	2.264	2.355	2.449	2.547	2.649	2.755	2.864	12.754
	6	0.648	2.243	2.333	2.426	2.523	2.624	2.729	2.837	12.637
	7	3.834	2.103	2.188	2.275	2.366	2.461	2.559	2.659	11.849
Tpk	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		12.580	15.472	16.071	16.694	17.342	18.015	18.716	19.441	86.838

Fund/Program	Budgeting District	Roll	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL	
		Forward to FY18/19		18/19	19/20	20/21	21/22	22/23		23/24
	63	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TEIH	1	0.190	2.031	2.112	2.197	2.285	2.376	2.471	2.566	11.442
	2	0.862	2.352	2.446	2.544	2.646	2.752	2.862	2.974	13.250
Traffic Operations (In-House)	3	0.099	1.518	1.578	1.642	1.707	1.775	1.846	1.920	8.549
	4	0.003	1.689	1.756	1.826	1.899	1.975	2.054	2.137	9.512
Program - 08 Phase - 21,31,61	5	0.412	2.684	2.791	2.903	3.019	3.139	3.265	3.395	15.117
	6	0.388	3.481	3.621	3.765	3.916	4.073	4.235	4.401	19.610
	7	0.133	2.505	2.605	2.710	2.818	2.931	3.048	3.169	14.111
Tpk	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		2.087	16.260	16.910	17.586	18.290	19.021	19.782	20.582	91.590

Fund/Program	Budgeting District	Roll	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL	
		Forward to FY18/19		18/19	19/20	20/21	21/22	22/23		23/24
	*	12.188	5.000	5.000	5.000	5.000	5.000	5.000	5.000	25.000
	1	12.130	16.514	17.175	17.579	18.282	19.014	20.092	21.422	92.142
	2	24.790	20.264	21.074	21.584	22.447	23.345	24.654	26.544	113.104
	3	14.935	16.846	17.520	17.919	18.636	19.382	20.496	22.116	93.953
AINH	4	21.914	23.650	24.596	25.126	26.131	27.176	28.773	30.924	131.801
Total In-House Sup.	5	50.238	22.393	23.289	23.882	24.837	25.831	27.245	29.184	125.084
Roll up of PEIH, CEIH, ROWI & TEIH	6	13.789	16.266	16.916	17.306	17.998	18.718	19.790	21.230	90.727
	7	18.721	16.368	17.023	17.393	18.089	18.812	19.914	21.514	91.230
Tpk	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		168.705	137.300	142.592	145.789	151.420	157.277	165.963	176.041	763.041

\* Includes several Central Office Budgeting Districts

Fund/Program	Budgeting District	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			18/19	19/20	20/21	21/22	22/23	
	1	54.900	45.000	40.000	35.000	35.000	35.000	190.000
PECN	2	35.800	40.000	40.000	35.000	30.000	30.000	175.000
Preliminary Engineering Consultant	3	45.000	45.000	40.000	38.000	38.000	38.000	199.000
(Excludes: TS = 02 (Intrastate Turnpike) & Box Code = RV (Reserve))	4	55.000	55.000	55.000	55.000	55.000	55.000	275.000
	5	50.000	55.000	30.000	40.000	35.000	35.000	195.000
	6	62.000	63.000	30.000	40.000	46.000	50.000	229.000
	7	47.700	41.400	31.500	35.000	28.000	40.000	175.900
Total		350.400	344.400	266.500	278.000	267.000	283.000	1,438.900

Fund/Program	Budgeting District	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			18/19	19/20	20/21	21/22	22/23	
	CO	0.000	0.000	3.000	0.000	0.000	0.000	3.000
TOTR	1	0.250	2.151	2.003	3.392	0.000	1.664	9.210
ITS Traffic Operations Replacement	2	3.940	3.277	1.785	4.004	1.294	2.724	13.084
Program TI: Phase 92, 93, 98 (ACNH, ACNP, NHPP, NHAC, NH, DI, DITS funds ONLY)	3	0.446	0.000	2.596	0.022	0.209	3.818	6.645
	4	1.969	7.594	0.710	1.121	3.019	2.246	14.690
	5	1.017	1.756	4.398	5.239	0.499	2.176	14.068
	6	1.070	0.998	6.958	1.796	1.430	2.076	13.258
	7	0.659	1.527	2.096	2.624	1.062	4.936	12.245
Total		9.351	17.303	23.546	18.198	7.513	19.639	86.200

Fund/Program	Budgeting District	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			18/19	19/20	20/21	21/22	22/23	
	CO	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TOTI	1	1.615	2.790	2.862	3.010	3.092	3.258	15.012
ITS Traffic Operations Operations	2	1.241	3.171	3.335	3.418	3.511	3.608	17.043
Program TI: Phase 82 (ACNH, ACNP, NHPP, NHAC, NH, DI, DITS funds ONLY)	3	1.191	2.637	2.705	2.773	2.991	2.927	14.032
	4	2.482	4.488	4.770	5.142	5.320	5.517	25.237
	5	1.241	4.048	3.973	4.345	4.543	4.752	21.662
	6	1.116	2.911	2.987	3.061	3.144	3.322	15.425
	7	1.241	3.536	4.182	5.097	5.567	6.064	24.446
Total		10.127	23.581	24.814	26.847	28.168	29.448	132.857

Fund/Program	Budgeting District	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			18/19	19/20	20/21	21/22	22/23	
	C/O	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TOSP	1	1.718	1.763	1.808	1.857	1.909	1.965	9.303
	2	4.759	4.883	5.010	5.145	5.289	5.442	25.769
ITS Traffic Operations Service Patrol Contracts (D, DSPC and TMXX funds only)	3	1.030	1.078	1.106	1.136	1.167	1.201	5.688
	4	2.574	2.641	2.710	2.783	2.861	2.944	13.938
Program - 86 Phase - 72, 78, 82, 88	5	2.917	2.993	3.071	3.154	3.242	3.336	15.795
	6	2.402	2.464	2.529	2.597	2.670	2.747	13.006
	7	2.574	2.641	2.710	2.783	2.861	2.944	13.938
TPK	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		17.974	18.462	18.942	19.454	19.998	20.578	97.435

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

# MAINTENANCE

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

(\$ IN MILLIONS)

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
C/O		0.000	50.113	51.416	52.804	54.283	55.857	264.473
1		0.000	78.994	81.048	83.236	85.567	88.048	416.893
Maintenance	2	0.000	110.328	113.197	116.253	119.508	122.974	582.259
Total	3	0.000	86.812	89.069	91.474	94.035	96.762	458.153
(Does not include Administrative Overhead)	4	0.000	84.709	86.911	89.258	91.757	94.418	447.054
(Excludes DS, DDR, & FEMA Funds)	5	0.000	98.297	100.853	103.576	106.476	109.564	518.765
	6	0.000	51.064	52.392	53.806	55.313	56.917	269.492
	7	0.000	70.803	72.644	74.605	76.694	78.918	373.665
Tpk		0.000	63.462	65.112	66.870	68.742	70.736	334.922
Total		0.000	694.582	712.641	731.882	752.375	774.194	3,665.675

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
C/O		0.000	7.000	7.000	7.000	7.000	7.000	35.000
MNTI	1	0.000	20.241	20.241	20.241	20.241	20.241	101.205
2		0.000	31.728	31.728	31.728	31.728	31.728	158.640
Maintenance	3	0.000	18.656	18.656	18.656	18.656	18.656	93.280
In-House Routine Maintenance	4	0.000	20.644	20.644	20.644	20.644	20.644	103.220
5		0.000	18.020	18.020	18.020	18.020	18.020	90.100
(Excludes DS, DDR, TMBD, TOBD, & FEMA Funds)	6	0.000	14.500	14.500	14.500	14.500	14.500	72.500
(Excludes Program - 26 & 51 Phase - 61 & 81)	7	0.000	13.500	13.500	13.500	13.500	13.500	67.500
Tpk		0.000	6.300	6.300	6.300	6.300	6.300	31.500
Total		0.000	150.589	150.589	150.589	150.589	150.589	752.945

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
C/O		0.000	18.085	23.000	24.368	25.824	27.375	118.653
1		0.000	53.894	55.836	57.880	60.302	62.944	290.856
MHWY	2	0.000	70.570	74.383	77.035	78.956	83.232	384.176
3		0.000	62.729	64.736	67.587	69.127	71.753	335.933
Highway Maintenance	4	0.000	61.837	60.770	66.266	65.488	69.291	323.652
M. & O. Contracts	5	0.000	77.302	76.567	82.452	82.026	88.275	406.622
6		0.000	28.973	32.846	30.981	35.633	34.399	162.833
Program IS, 00,41,45,46,TI Phase - 72,74,77,78	7	0.000	53.093	54.818	56.641	58.822	61.061	284.434
Tpk		0.000	34.667	40.315	36.933	42.885	39.543	194.343
(Excludes DS, DDR, TMBD, TMBG, TMBI, TOBD, LF, & FEMA Funds)	Total	0.000	461.150	483.271	500.144	519.063	537.874	2,501.501

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
Tpk		0.000	11.878	12.187	12.516	12.866	13.239	62.686
MFCAC	Total	0.000	11.878	12.187	12.516	12.866	13.239	62.686
Turnpike Facility Maintenance								
M. & O. Contracts								
Program - 00 Phase - 7B								
(Excludes DS, DDR, & FEMA Funds)								

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
C/O		0.000	1.064	0.000	0.000	0.000	0.000	1.064
1		0.000	1.792	1.840	1.917	1.780	1.560	8.889
2		0.000	2.250	0.150	2.513	0.150	2.714	7.777
Maintenance	3	0.000	2.150	2.150	1.850	2.365	2.405	10.920
Consultants/Contracts	4	0.000	0.000	2.749	0.000	2.749	0.000	5.498
Contract Bridge Inspection	5	0.000	0.000	1.710	0.000	1.725	0.000	3.435
(Other Federal Funds)	6	0.000	2.526	0.200	2.750	0.200	3.030	8.706
7		0.000	1.046	1.080	1.131	1.045	0.911	5.213
Program - 43 Phase - 72	Tpk	0.000	0.000	0.000	0.000	0.000	0.000	0.000
(Excludes FEMA Funds)	Total	0.000	10.828	9.879	10.161	10.014	10.620	51.502

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
C/O		0.000	2.568	0.000	0.000	0.000	0.000	2.568
1		0.000	0.250	0.250	0.250	0.250	0.250	1.250
2		0.000	0.510	2.867	0.276	3.475	0.299	7.427
Maintenance	3	0.000	0.650	0.750	0.750	0.850	0.850	3.850
Consultants/Contracts	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Contract Bridge Inspection	5	0.000	0.164	0.985	0.164	0.995	0.164	2.472
(Non-Federal Funds)	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
7		0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 43 Phase - 72	Tpk	0.000	4.488	0.000	4.623	0.000	4.762	13.873
(Excludes DS, DDR, Funds)	Total	0.000	8.630	4.852	6.063	5.570	6.325	31.440

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
C/O		0.000	19.646	19.646	19.646	19.646	19.646	98.230
1		0.000	0.000	0.000	0.000	0.000	0.000	0.000
2		0.000	0.000	0.000	0.000	0.000	0.000	0.000
Maintenance	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M & O Contracts	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
5		0.000	0.000	0.000	0.000	0.000	0.000	0.000
D.O.C.	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 64	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
(Excludes DS, DDR, & FEMA Funds)	Total	0.000	19.646	19.646	19.646	19.646	19.646	98.230

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

Fund/Program	Budgeting District	(\$ IN MILLIONS)							5 YEAR TOTAL
		Curr Year	FIVE YEAR WORK PROGRAM						
		18/19	19/20	20/21	21/22	22/23	23/24		
	C/O	0.000	1.000	1.000	1.000	1.000	1.000	1.000	5.000
MHWB	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Maintenance	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M & O Contracts	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Highway Beautification	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 42 (Excludes DS, DDR, DEP, & FEMA Funds)	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Total	0.000	1.000	1.000	1.000	1.000	1.000	1.000	5.000

Fund/Program	Budgeting District	(\$ IN MILLIONS)							5 YEAR TOTAL
		Curr Year	FIVE YEAR WORK PROGRAM						
		18/19	19/20	20/21	21/22	22/23	23/24		
	C/O	0.000	0.750	0.770	0.790	0.812	0.836	3.958	
MNPD	1	0.000	2.199	2.256	2.317	2.382	2.451	11.605	
	2	0.000	3.234	3.318	3.408	3.503	3.605	17.068	
Maintenance	3	0.000	1.927	1.977	2.030	2.087	2.148	10.170	
M & O Contracts	4	0.000	2.228	2.286	2.348	2.413	2.483	11.758	
	5	0.000	2.211	2.268	2.330	2.395	2.464	11.669	
N.P.D.E.S	6	0.000	2.169	2.225	2.285	2.349	2.418	11.447	
	7	0.000	2.780	2.852	2.929	3.011	3.099	14.672	
Program - 50 Phase - 72,74 (Excludes DS, DDR & FEMA Funds)	TPK	0.000	0.483	0.496	0.509	0.523	0.538	2.549	
	Total	0.000	17.981	18.449	18.947	19.477	20.042	94.895	

Fund/Program	Budgeting District	(\$ IN MILLIONS)							5 YEAR TOTAL
		Curr Year	FIVE YEAR WORK PROGRAM						
		18/19	19/20	20/21	21/22	22/23	23/24		
	C/O	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
MMCC	1	0.000	0.618	0.625	0.631	0.612	0.602	3.088	
	2	0.000	2.036	0.750	1.293	1.696	1.396	7.171	
Maintenance	3	0.000	0.700	0.800	0.600	0.950	0.950	4.000	
Consultants/Contracts	4	0.000	0.000	0.463	0.000	0.463	2.000	2.926	
Management Consultants/Contracts	5	0.000	0.600	1.302	0.610	1.315	0.640	4.467	
	6	0.000	2.896	2.620	3.290	2.630	2.570	14.006	
(Non-Federal Aid)	7	0.000	0.384	0.394	0.404	0.316	0.348	1.846	
Program - 83 (Excludes DS, DDR, DI, DIS, GMR, TMBD, TOBD Funds)	TPK	0.000	5.646	5.815	5.989	6.168	6.353	29.971	
	Total	0.000	12.880	12.769	12.817	14.150	14.859	67.475	

**FREIGHT LOGISTICS  
AND  
PASSENGER OPERATIONS  
&  
RAIL ENTERPRISE**

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

(\$ IN THOUSANDS)

FLP SUMMARY Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	51,429.496	52,253.329	73,073.386	94,963.458	89,712.067	102,267.456	412,269.695
DRDS	31	73,585.250	58,560.373	19,560.373	19,560.373	15,860.373	12,860.373	126,401.864
	1	33,132.951	31,530.575	36,278.040	34,994.650	41,287.804	40,327.652	184,418.721
FLP Total	2	21,449.079	22,999.543	21,948.901	21,160.712	23,585.814	29,232.923	118,927.893
State DDR/DPTO	3	20,220.099	26,036.849	29,884.325	15,044.073	18,460.765	20,804.601	110,230.613
Aviation, Transit, Rail, Intermodal & Seaport	4	57,470.601	52,230.187	65,054.697	57,581.830	62,631.447	64,589.117	302,087.278
	5	53,014.397	65,150.600	71,455.846	83,281.717	76,921.911	80,954.985	377,765.058
	6	54,426.126	62,654.396	60,612.144	49,009.558	52,012.022	59,056.388	283,344.507
	7	35,109.108	42,167.748	39,957.689	54,184.630	61,267.997	44,322.306	241,900.370
Total		399,837.107	413,583.600	417,825.400	429,781.000	441,740.200	454,415.800	2,157,346.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	0.000	0.000	0.000	0.000	0.000	0.000	0.000
DDR	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	16,684.979	17,242.913	17,692.797	18,272.341	18,820.452	19,352.847	91,381.349
FLP Total	2	10,154.130	13,705.496	14,063.085	14,523.734	14,959.400	15,382.572	72,634.287
	3	8,651.447	8,940.746	9,174.018	9,474.521	9,758.726	10,034.782	47,382.794
	4	21,648.961	22,372.887	22,956.616	23,708.582	24,419.763	25,110.552	118,568.400
	5	24,839.199	25,669.805	26,339.554	27,202.330	28,018.313	28,810.897	136,040.899
State DDR (Required use in FLP)	6	14,690.359	15,181.595	15,577.696	16,087.958	16,570.545	17,039.295	80,457.089
	7	17,426.431	18,009.159	18,479.034	19,084.333	19,656.801	20,212.855	95,442.182
Total		114,095.507	121,122.600	124,282.800	128,353.800	132,204.000	135,943.800	641,907.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	51,429.496	52,253.329	73,073.386	94,963.458	89,712.067	102,267.456	412,269.695
DPTO	31	73,585.250	58,560.373	19,560.373	19,560.373	15,860.373	12,860.373	126,401.864
	1	16,447.972	14,287.662	18,585.243	16,722.310	22,467.352	20,974.805	93,037.372
FLP Total	2	11,294.949	9,294.048	7,885.817	6,636.978	8,626.414	13,850.350	46,293.607
	3	11,568.652	17,096.104	20,710.307	5,569.551	8,702.039	10,769.819	62,847.820
	4	35,821.639	29,857.300	42,098.080	33,873.248	38,211.684	39,478.566	183,518.877
	5	28,175.198	39,480.795	45,116.292	56,079.386	48,903.599	52,144.087	241,724.159
State DPTO	6	39,735.767	47,472.801	45,034.448	32,921.599	35,441.477	42,017.093	202,887.418
	7	17,682.676	24,158.589	21,478.655	35,100.297	41,611.196	24,109.451	146,458.188
Total		285,741.600	292,461.000	293,542.600	301,427.200	309,536.200	318,472.000	1,515,439.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	31,207.242	35,449.853	36,354.611	37,447.384	38,359.833	38,935.189	186,546.871
PDU	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	3,602.266	3,454.974	3,615.764	3,784.235	3,960.760	4,145.730	18,961.463
FLP Total	2	4,614.962	4,197.571	4,397.807	4,607.765	4,827.924	5,058.783	23,089.851
	3	2,990.508	3,034.662	3,179.610	3,331.601	3,490.982	3,658.117	16,694.971
	4	2,244.331	1,818.373	1,884.507	1,953.205	2,024.572	2,098.719	9,779.377
	5	4,066.423	3,589.509	3,749.425	3,916.750	4,091.836	4,275.054	19,622.574
Federal DU	6	2,237.447	1,793.127	1,856.721	1,922.712	1,991.197	2,062.278	9,626.035
	7	2,192.214	1,887.857	1,966.823	2,049.275	2,135.373	2,225.285	10,264.613
Total		53,155.392	55,225.927	57,005.269	59,012.928	60,882.478	62,459.154	294,585.756

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	0.000	0.000	0.000	0.000	0.000	0.000	0.000
PIM	31	4,000.000	4,000.000	4,000.000	4,000.000	4,000.000	4,000.000	20,000.000
	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
FRE Total SFRT	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal ACNP, NHPP, IM	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		4,000.000	4,000.000	4,000.000	4,000.000	4,000.000	4,000.000	20,000.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	0.357	795.552	4,516.516	4,516.516	4,709.178	4,709.178	19,246.940
PSP	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	0.000	368.103	0.000	0.000	0.000	0.000	368.103
FLP Total	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Protective Devices	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	765.373	30.000	0.000	0.000	0.000	0.000	30.000
	5	1,829.580	3,322.861	0.000	0.000	0.000	0.000	3,322.861
Federal RHP	6	1,002.454	0.000	0.000	0.000	0.000	0.000	0.000
	7	918.752	0.000	0.000	0.000	0.000	0.000	0.000
Total		4,516.516	4,516.516	4,516.516	4,516.516	4,709.178	4,709.178	22,967.904



NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

(\$ IN THOUSANDS)

FLP SUMMARY Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	253.796	195.093	4,516.516	4,516.516	4,709.178	4,709.178	18,646.481
PSR	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	790.274	0.000	0.000	0.000	0.000	0.000	0.000
FLP Total	2	2,140.277	1,980.146	0.000	0.000	0.000	0.000	1,980.146
Hazard Elimination	3	1,094.433	453.199	0.000	0.000	0.000	0.000	453.199
	4	215.906	0.000	0.000	0.000	0.000	0.000	0.000
	5	21.830	0.000	0.000	0.000	0.000	0.000	0.000
Federal RHH	6	0.000	564.681	0.000	0.000	0.000	0.000	564.681
	7	0.000	1,323.397	0.000	0.000	0.000	0.000	1,323.397
<b>Total</b>		<b>4,516.516</b>	<b>4,516.516</b>	<b>4,516.516</b>	<b>4,516.516</b>	<b>4,709.178</b>	<b>4,709.178</b>	<b>22,967.904</b>

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	25,500.000	25,484.588	50,000.000	50,000.000	50,000.000	50,000.000	225,484.588
PSEA	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	2,500.000	1,827.235	0.000	0.000	0.000	0.000	1,827.235
FLP TOTAL	2	3,300.000	3,850.000	0.000	0.000	0.000	0.000	3,850.000
	3	1,650.000	2,200.000	0.000	0.000	0.000	0.000	2,200.000
	4	6,150.000	5,888.177	0.000	0.000	0.000	0.000	5,888.177
	5	3,000.000	3,000.000	0.000	0.000	0.000	0.000	3,000.000
STATE PORT	6	3,800.000	4,750.000	0.000	0.000	0.000	0.000	4,750.000
	7	4,100.000	3,000.000	0.000	0.000	0.000	0.000	3,000.000
<b>TOTAL</b>		<b>50,000.000</b>	<b>50,000.000</b>	<b>50,000.000</b>	<b>50,000.000</b>	<b>50,000.000</b>	<b>50,000.000</b>	<b>250,000.000</b>

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	108,390.891	114,178.416	168,461.029	191,443.874	187,490.256	200,621.001	862,194.575
PWS	31	77,585.250	62,560.373	23,560.373	23,560.373	19,860.373	16,860.373	146,401.864
	1	40,025.491	37,180.888	39,893.804	38,778.885	45,248.564	44,473.382	205,575.523
FLP TOTAL	2	31,504.318	33,027.261	26,346.708	25,768.478	28,413.737	34,291.706	147,847.890
	3	25,955.040	31,724.710	33,063.934	18,375.674	21,951.747	24,462.718	129,578.784
Aviation/Transit/Rail/Intermodal/Seaports	4	66,846.210	59,966.737	66,939.204	59,535.035	64,656.020	66,687.836	317,784.832
	5	61,932.231	75,062.970	75,205.271	87,198.466	81,013.747	85,230.039	403,710.493
	6	61,466.027	69,762.204	62,468.865	50,932.270	54,003.220	61,118.665	298,285.223
	7	42,320.073	48,379.002	41,924.513	56,233.905	63,403.370	46,547.591	256,488.380
<b>TOTAL</b>		<b>516,025.531</b>	<b>531,842.559</b>	<b>537,863.701</b>	<b>551,826.960</b>	<b>566,041.033</b>	<b>580,293.311</b>	<b>2,767,867.564</b>

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	76,929.496	77,737.917	123,073.386	144,963.458	139,712.067	152,267.456	637,754.283
	31	73,585.250	58,560.373	19,560.373	19,560.373	15,860.373	12,860.373	126,401.864
FLP TOTAL	1	35,632.951	33,357.810	36,278.040	34,994.650	41,287.804	40,327.652	186,245.956
	2	24,749.079	26,849.543	21,948.901	21,160.712	23,585.814	29,232.923	122,777.893
TOTAL 100% STATE DDR/DPTO/PORT	3	21,870.099	28,236.849	29,884.325	15,044.073	18,460.765	20,804.601	112,430.613
	4	63,620.601	58,118.364	65,054.697	57,581.830	62,631.447	64,589.117	307,975.455
	5	56,014.397	68,150.600	71,455.846	83,281.717	76,921.911	80,954.985	380,765.058
	6	58,226.126	67,404.396	60,612.144	49,009.558	52,012.022	59,056.388	288,094.507
	7	39,209.108	45,167.748	39,957.689	54,184.630	61,267.997	44,322.306	244,900.370
<b>TOTAL</b>		<b>449,837.107</b>	<b>463,583.600</b>	<b>467,825.400</b>	<b>479,781.000</b>	<b>491,740.200</b>	<b>504,415.800</b>	<b>2,407,346.000</b>

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

# AVIATION

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

AVIATION PROGRAM Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
			(\$ IN THOUSANDS)					
	30	5,494.670	6,788.891	8,700.000	7,700.000	10,158.315	7,300.000	40,647.207
ADRS	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	19,746.311	17,310.186	21,502.036	20,384.976	26,030.841	24,464.951	109,692.990
Aviation Total	2	11,322.854	10,807.523	10,483.868	9,812.446	11,799.380	15,953.205	58,856.422
	3	13,898.389	18,753.920	22,629.941	8,942.562	12,077.572	14,176.918	76,580.913
	4	26,717.722	25,075.341	28,739.335	29,914.138	33,705.232	34,380.844	151,814.890
	5	31,381.804	46,918.497	52,274.611	59,804.001	52,534.963	55,352.061	266,884.133
State DDR/DPTO	6	24,487.302	29,161.277	29,850.841	17,242.462	18,889.741	24,655.174	119,799.495
	7	16,920.516	16,956.270	17,390.407	31,978.413	41,701.446	23,604.597	131,631.133
Total		149,969.568	171,771.906	191,571.039	185,778.998	206,897.490	199,887.750	955,907.183

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
			(\$ IN THOUSANDS)					
	30	1,700.000	0.000	0.000	0.000	0.000	0.000	0.000
ADU	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Aviation Total	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal DU	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		1,700.000	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
			(\$ IN THOUSANDS)					
	30	7,194.670	6,788.891	8,700.000	7,700.000	10,158.315	7,300.000	40,647.207
AVID	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	19,746.311	17,310.186	21,502.036	20,384.976	26,030.841	24,464.951	109,692.990
Aviation Total	2	11,322.854	10,807.523	10,483.868	9,812.446	11,799.380	15,953.205	58,856.422
	3	13,898.389	18,753.920	22,629.941	8,942.562	12,077.572	14,176.918	76,580.913
	4	26,717.722	25,075.341	28,739.335	29,914.138	33,705.232	34,380.844	151,814.890
	5	31,381.804	46,918.497	52,274.611	59,804.001	52,534.963	55,352.061	266,884.133
DDR/DPTO/DU	6	24,487.302	29,161.277	29,850.841	17,242.462	18,889.741	24,655.174	119,799.495
	7	16,920.516	16,956.270	17,390.407	31,978.413	41,701.446	23,604.597	131,631.133
Total		151,669.568	171,771.906	191,571.039	185,778.998	206,897.490	199,887.750	955,907.183

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
			(\$ IN THOUSANDS)					
	30	2,894.670	3,688.891	3,600.000	3,600.000	6,058.315	3,100.000	20,047.207
ACDS	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Aviation Consultants	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 20	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DDR/DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		2,894.670	3,688.891	3,600.000	3,600.000	6,058.315	3,100.000	20,047.207

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
			(\$ IN THOUSANDS)					
	30	2,500.000	3,000.000	5,000.000	4,000.000	4,000.000	4,100.000	20,100.000
ADSF	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Spaceports	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - SF	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Phase: A8, 12, 14, 94, 98	5	4,045.360	0.000	18,000.000	24,274.302	24,823.172	15,778.478	82,875.952
	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DDR/DPTO	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		6,545.360	3,000.000	23,000.000	28,274.302	28,823.172	19,878.478	102,975.952

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
			(\$ IN THOUSANDS)					
	30	100.000	100.000	100.000	100.000	100.000	100.000	500.000
AADS	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	17,499.058	14,804.533	18,880.770	17,939.151	24,149.948	22,029.786	97,804.188
Airport Improvement Program	2	11,322.854	10,807.523	10,483.868	9,812.446	11,799.380	15,953.205	58,856.422
	3	13,898.389	18,753.920	22,629.941	8,942.562	12,077.572	14,176.918	76,580.913
Program - 28,33,34,35,91,99	4	21,240.838	18,719.192	22,315.276	24,068.939	29,059.280	27,193.199	121,355.886
	5	18,635.156	36,884.179	24,485.861	26,755.345	20,705.865	29,350.531	138,181.781
State DDR/DPTO	6	15,485.881	18,452.983	18,870.056	11,709.987	14,155.127	18,613.905	81,802.058
	7	13,004.486	12,579.485	12,977.084	28,027.663	38,596.879	19,508.565	111,689.676
Total		111,186.662	131,101.815	130,742.856	127,356.093	150,644.051	146,926.109	686,770.924

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
			(\$ IN THOUSANDS)					
	30	0.000	0.000	0.000	0.000	0.000	0.000	0.000
ADIS	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	2,247.253	2,505.653	2,621.266	2,445.825	1,880.893	2,435.165	11,888.802
Airport Discretionary Capacity Improvement Program	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 32	4	5,476.884	6,356.149	6,424.059	5,845.199	4,645.952	7,187.645	30,459.004
	5	8,701.288	10,034.318	9,788.750	8,774.354	7,005.926	10,223.052	45,826.400
State DDR/DPTO	6	9,001.421	10,708.294	10,980.785	5,532.475	4,734.614	6,041.269	37,997.437
	7	3,916.030	4,376.785	4,413.323	3,950.750	3,104.567	4,096.032	19,941.457
Total		29,342.876	33,981.199	34,228.183	26,548.603	21,371.952	29,983.163	146,113.100

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

# TRANSIT

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

(\$ IN THOUSANDS)

TRANSIT PROGRAM Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	28,575.673	32,498.392	40,531.975	54,695.893	59,600.700	58,868.668	246,195.626
TRD	31	9,844.425	5,449.823	6,149.823	5,123.215	5,449.823	0.000	22,172.684
	1	11,191.131	12,209.293	12,697.418	12,461.641	13,037.469	13,569.675	63,975.495
Transit Total	2	9,897.734	10,495.020	9,710.640	9,534.816	9,912.213	11,342.966	50,995.655
	3	5,286.158	6,198.892	6,133.374	4,942.458	5,184.996	5,389.203	27,848.923
	4	23,549.707	24,375.833	33,443.866	24,375.180	25,538.220	26,722.026	134,455.126
	5	21,306.247	18,092.767	18,942.448	19,700.012	20,499.691	21,602.936	98,837.853
State DDR/DPTO	6	27,819.263	31,485.590	28,692.002	29,634.230	30,924.008	32,135.635	152,871.465
	7	16,026.044	23,047.364	20,330.529	19,894.715	17,178.133	18,250.145	98,700.886
Total		153,496.383	163,852.974	176,632.075	180,362.160	187,325.252	187,881.253	896,053.714

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	29,507.242	35,449.853	36,354.611	37,447.384	38,359.833	38,935.189	186,546.871
TRDU	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	3,602.266	3,454.974	3,615.764	3,784.235	3,960.760	4,145.730	18,961.463
Transit Total	2	4,614.962	4,197.571	4,397.807	4,607.765	4,827.924	5,058.783	23,089.851
	3	2,990.508	3,034.662	3,179.610	3,331.601	3,490.982	3,658.117	16,694.971
	4	2,244.331	1,818.373	1,884.507	1,953.205	2,024.572	2,098.719	9,779.377
	5	4,066.423	3,589.509	3,749.425	3,916.750	4,091.836	4,275.054	19,622.574
Federal DU	6	2,237.447	1,793.127	1,856.721	1,922.712	1,991.197	2,062.278	9,626.035
	7	2,192.214	1,887.857	1,966.823	2,049.275	2,135.373	2,225.285	10,264.613
Total		51,455.392	55,225.927	57,005.269	59,012.928	60,882.478	62,459.154	294,585.756

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	58,082.915	67,948.245	76,886.586	92,143.277	97,960.533	97,803.857	432,742.497
TRTD	31	9,844.425	5,449.823	6,149.823	5,123.215	5,449.823	0.000	22,172.684
	1	14,793.397	15,664.268	16,313.182	16,245.876	16,998.228	17,715.400	82,936.959
Transit Total	2	14,512.696	14,692.591	14,108.447	14,142.582	14,740.137	16,401.749	74,085.506
	3	8,276.665	9,233.554	9,312.984	8,274.059	8,675.978	9,047.319	44,543.894
	4	25,794.038	26,194.206	35,328.374	26,328.385	27,562.793	28,820.745	144,234.503
	5	25,372.670	21,682.277	22,691.873	23,616.761	24,591.527	25,877.990	118,460.427
DDR/DPTO/DU	6	30,056.711	33,278.718	30,548.723	31,556.942	32,915.205	34,197.913	162,497.501
	7	18,218.257	24,935.221	22,297.352	21,943.990	19,313.506	20,475.430	108,965.499
Total		204,951.775	219,078.901	233,637.344	239,375.088	248,207.729	250,340.408	1,190,639.470

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	3,000.000	3,000.000	3,000.000	3,000.000	3,000.000	3,000.000	15,000.000
Transportation Disadvantaged Commission	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Not included in PTO 15%	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
DDR Funds to TDDR	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
\$3m DDR to TDDR beginning in FY 03/04	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		3,000.000	3,000.000	3,000.000	3,000.000	3,000.000	3,000.000	15,000.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TCDP	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Transit Corridor Development Program	1	3,437.788	3,540.921	3,647.149	3,474.821	3,579.066	3,686.438	17,928.396
	2	300.000	1,134.851	1,000.000	1,004.092	1,034.215	2,115.241	6,288.398
	3	885.749	912.321	939.691	895.290	922.149	949.813	4,619.264
Program - 13	4	2,036.176	2,097.261	2,160.179	2,058.110	2,119.854	2,183.449	10,618.853
	5	1,619.006	1,667.576	1,717.603	1,636.446	1,685.540	1,736.106	8,443.270
State DDR/DPTO	6	2,117.082	2,180.594	2,246.012	2,139.888	2,204.085	2,270.207	11,040.786
	7	2,156.020	2,220.701	2,287.322	2,179.246	2,244.623	2,311.962	11,243.853
Total		12,551.819	13,754.225	13,997.955	13,387.894	13,789.530	15,253.216	70,182.820

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	0.000	0.000	6,435.144	6,628.198	6,827.044	7,031.856	26,922.242
TSDP	31	9,844.425	5,449.823	6,149.823	5,123.215	5,449.823	0.000	22,172.684
	1	0.000	496.018	480.398	0.000	0.000	0.000	976.416
Transit Service Development	2	2,199.734	1,447.106	723.653	150.000	0.000	0.000	2,320.759
	3	272.406	760.378	0.000	0.000	0.000	0.000	760.378
Program - 14	4	2,070.000	2,202.901	229.363	236.244	243.331	250.631	3,162.470
	5	361.901	0.000	0.000	0.000	0.000	0.000	0.000
State DDR/DPTO	6	2,586.340	5,663.610	1,651.340	1,490.000	1,200.000	1,260.000	11,264.950
	7	1,338.131	4,770.000	4,190.000	3,200.000	0.000	0.000	12,160.000
Total		18,672.937	20,789.836	19,859.721	16,827.657	13,720.199	8,542.487	79,739.900

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

(\$ IN THOUSANDS)

TRANSIT PROGRAM Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	7.500	412.799	425.183	437.938	451.077	464.609	2,191.606
TMPS	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	110.160	74.743	76.985	79.295	81.673	84.124	396.820
MPO Planning - Sec. 5305(D)	2	84.556	60.267	62.075	63.937	65.855	67.831	319.965
	3	52.934	42.410	43.682	44.992	46.342	47.733	225.159
Program - 15	4	211.592	154.899	159.546	164.333	169.263	174.341	822.382
	5	183.607	122.249	125.916	129.694	133.585	137.592	649.036
State DDR/DPTO	6	221.350	162.893	167.780	172.813	177.998	183.338	864.822
	7	141.106	96.415	99.307	102.287	105.355	108.516	511.880
Total		1,012.805	1,126.675	1,160.475	1,195.289	1,231.148	1,268.082	5,981.670

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	30.000	3,302.392	3,401.463	3,503.507	3,608.612	3,716.871	17,532.845
TMPP	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	881.283	597.942	615.881	634.357	653.388	672.989	3,174.557
MPO Planning - Sec. 5305(D)	2	676.451	482.134	496.599	511.496	526.841	542.647	2,559.717
	3	423.475	339.278	349.456	359.940	370.738	381.860	1,801.273
Program - 15	4	1,692.733	1,239.195	1,276.371	1,314.662	1,354.102	1,394.725	6,579.054
	5	1,468.858	977.992	1,007.331	1,037.551	1,068.678	1,100.738	5,192.291
Federal DU	6	1,770.798	1,303.146	1,342.240	1,382.507	1,423.983	1,466.702	6,918.579
	7	1,128.845	771.320	794.460	818.293	842.842	868.127	4,095.042
Total		8,072.442	9,013.399	9,283.801	9,562.315	9,849.184	10,144.660	47,853.358

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	2,510.050	2,585.352	2,662.912	2,742.799	2,825.083	2,909.836	13,725.982
TUTB	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Capital & Operating	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Intercity Bus Sec 5311F	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - TB	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Phase - 82, 84, 92, 94	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal DU	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		2,510.050	2,585.352	2,662.912	2,742.799	2,825.083	2,909.836	13,725.982

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	3,346.598	3,562.748	3,640.308	3,720.195	3,802.479	3,887.232	18,612.962
TSTB	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Capital & Operating	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Intercity Bus Sec 5311F	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - TB	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Phase - 82, 84, 92, 94	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DDR/DPTO	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		3,346.598	3,562.748	3,640.308	3,720.195	3,802.479	3,887.232	18,612.962

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	4,400.000	4,400.000	4,400.000	4,400.000	4,400.000	4,400.000	22,000.000
TUC	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Transit Capital for TD Commission	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 16	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		4,400.000	4,400.000	4,400.000	4,400.000	4,400.000	4,400.000	22,000.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	2,558.725	2,635.487	2,714.552	2,795.988	2,879.868	2,966.264	13,992.159
TEHS	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Elderly & Handicapped - Sec. 5310	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 17	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DDR/DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		2,558.725	2,635.487	2,714.552	2,795.988	2,879.868	2,966.264	13,992.159

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

(\$ IN THOUSANDS)

TRANSIT PROGRAM Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	20,469.803	21,083.897	21,716.414	22,367.906	23,038.944	23,730.112	111,937.273
TEHF	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Elderly & Handicapped - Sec. 5310	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 17	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal DU	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		20,469.803	21,083.897	21,716.414	22,367.906	23,038.944	23,730.112	111,937.273

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TNSS	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Small Urban Systems	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - SS	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal DU	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		0.000	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	753.317	4,138.012	4,138.012	4,344.912	4,344.912	4,344.912	21,310.761
T18F	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Rural Operating and Capital Asst. - Sec. 5311	1	2,720.983	2,857.032	2,999.884	3,149.878	3,307.372	3,472.740	15,786.906
	2	3,538.511	3,715.437	3,901.209	4,096.269	4,301.082	4,516.137	20,530.133
	3	2,567.033	2,695.384	2,830.153	2,971.661	3,120.244	3,276.256	14,893.699
	4	551.598	579.178	608.137	638.544	670.471	703.994	3,200.324
Program - 18	5	2,562.160	2,611.518	2,742.093	2,879.198	3,023.158	3,174.316	14,430.283
	6	466.649	489.981	514.481	540.205	567.215	595.576	2,707.457
Federal DU	7	1,063.368	1,116.537	1,172.364	1,230.982	1,292.531	1,357.158	6,169.571
Total		14,223.619	18,203.079	18,906.332	19,851.649	20,626.985	21,441.089	99,029.134

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	3,500.000	1,489.581	1,534.269	1,534.269	1,534.269	1,169.803	7,262.191
TRRB	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Rural Bus & Facilities Sec 5339	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - RB Phase - 92, 94	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal DU	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Dist. Tot.		3,500.000	1,489.581	1,534.269	1,534.269	1,534.269	1,169.803	7,262.191

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	303.132	424.343	437.073	450.185	463.691	477.601	2,252.892
TPS	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Transit Planning Program - Sec. 5313	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	100.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 19	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	8.852	0.000	0.000	0.000	0.000	0.000	0.000
State DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		411.983	424.343	437.073	450.185	463.691	477.601	2,252.892

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	1,212.526	1,697.370	1,748.291	1,800.740	1,854.762	1,910.405	9,011.568
TPF	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Transit Planning Program - Sec. 5313	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	400.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 19	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	35.406	0.000	0.000	0.000	0.000	0.000	0.000
Federal DU	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		1,647.932	1,697.370	1,748.291	1,800.740	1,854.762	1,910.405	9,011.568

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

		(\$ IN THOUSANDS)							
TRANSIT PROGRAM Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL	
			19/20	20/21	21/22	22/23	23/24		
	30	349.122	2,677.854	3,302.007	16,254.145	19,894.847	17,787.544	59,916.397	
TTAS	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
1	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Technical Assistance Program	2	0.000	300.000	0.000	0.000	0.000	0.000	300.000	
3	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Program - 20 Phase - 12, 94	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
5	5	3,700.000	0.000	0.000	0.000	0.000	0.000	0.000	
State DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
7	7	0.000	2,835.200	0.000	0.000	0.000	0.000	2,835.200	
Total		4,049.122	5,813.054	3,302.007	16,254.145	19,894.847	17,787.544	63,051.597	

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TTAF	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Transit Consultants Technical Assistance	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
3	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 20 Phase - 82	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
5	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal DU	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
7	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		0.000	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	538.160	554.305	570.934	588.062	605.704	623.875	2,942.882
TCAR	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1	1	471.512	485.657	500.227	515.234	530.691	546.612	2,578.421
Commuter Assistance Ridesharing Program	2	206.000	212.180	218.545	225.102	231.855	238.810	1,126.492
3	3	1,489.888	1,305.983	1,813.263	498.600	513.558	528.965	4,660.369
Program - 21	4	1,085.143	1,117.697	1,151.228	1,185.765	1,221.338	1,257.978	5,934.007
5	5	942.761	971.044	1,000.175	1,030.180	1,061.086	1,092.918	5,155.404
State DDR/DPTO	6	1,257.661	1,295.391	1,334.253	1,374.280	1,415.509	1,457.974	6,877.406
7	7	1,339.000	1,379.170	1,420.545	1,463.161	1,507.056	1,552.268	7,322.201
Total		7,330.125	7,321.427	8,009.171	6,880.385	7,086.797	7,299.401	36,597.181

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	715.412	736.875	758.981	781.750	805.203	829.359	3,912.167
TPTP	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Public Transit Park and Ride Program	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
3	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 22	4	0.000	0.000	10,000.000	0.000	0.000	0.000	10,000.000
5	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DDR/DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
7	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		715.412	736.875	10,758.981	781.750	805.203	829.359	13,912.167

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	1,684.463	1,658.218	1,651.492	1,644.564	1,637.427	1,686.550	8,278.251
TSBF	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State Bus Fleet Program	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
3	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 23	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
5	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
7	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		1,684.463	1,658.218	1,651.492	1,644.564	1,637.427	1,686.550	8,278.251

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TBG	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1	1	7,171.671	7,611.953	7,992.658	8,392.291	8,846.039	9,252.501	42,095.443
Block Grant Urban Systems	2	7,007.444	7,340.616	7,706.367	8,091.686	8,580.289	8,921.083	40,640.041
3	3	2,585.181	3,177.800	3,336.739	3,503.576	3,702.946	3,862.692	17,583.753
Program - 25 & 85	4	18,146.797	18,803.075	19,743.550	20,730.727	21,784.435	22,855.627	103,917.414
5	5	14,490.121	15,331.899	16,098.753	16,903.691	17,619.481	18,636.319	84,590.143
State DDR/DPTO	6	21,636.831	22,183.102	23,292.618	24,457.249	25,926.417	26,964.117	122,823.502
7	7	11,051.787	11,745.879	12,333.355	12,950.021	13,321.098	14,277.400	64,627.752
Note: System Detail Under Separate Cover	Total	82,089.832	86,194.324	90,504.040	95,029.241	99,780.704	104,769.739	476,278.048

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM					5 YEAR TOTAL
			19/20	20/21	21/22	22/23	23/24	
	30	14,486.441	15,210.763	15,971.301	16,769.866	17,608.360	18,488.778	84,049.068
TBG	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
1	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Block Grant TD Commission	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
3	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 25 & 85	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
5	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
7	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		14,486.441	15,210.763	15,971.301	16,769.866	17,608.360	18,488.778	84,049.068
Block Grant Total		96,576.273	101,405.087	106,475.341	111,799.107	117,389.063	123,258.517	560,327.115



NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

(\$ IN THOUSANDS)

TRANSIT PROGRAM Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	186.119	225.000	225.000	225.000	225.000	225.000	1,125.000
TSOS	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Safety Oversight Program	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - SO	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DDR/DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>		<b>186.119</b>	<b>225.000</b>	<b>225.000</b>	<b>225.000</b>	<b>225.000</b>	<b>225.000</b>	<b>1,125.000</b>

Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	764.477	920.000	920.000	920.000	920.000	920.000	4,600.000
TSOF	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Safety Oversight Program	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - SO Phase - 11	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal DU	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>		<b>764.477</b>	<b>920.000</b>	<b>920.000</b>	<b>920.000</b>	<b>920.000</b>	<b>920.000</b>	<b>4,600.000</b>

Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	267.069	233.250	233.250	233.250	233.250	233.250	1,166.250
TTAP	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
RTAP Tech Assist/Expense	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 31 Phase - 11,12, 82, 84, & 94	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal DU	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>		<b>267.069</b>	<b>233.250</b>	<b>233.250</b>	<b>233.250</b>	<b>233.250</b>	<b>233.250</b>	<b>1,166.250</b>

Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	0.000	0.000	0.000	0.000	0.000	0.000	0.000
TOCE	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Operations Contracts from Expenses (Cat. 040000 & 100686)	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 81, IS, 82 Phase - 12 & 82	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal DU	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>		<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

# RAIL

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

(\$ IN THOUSANDS)

RAIL PROGRAM Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	3,340.989	1,711.000	1,711.000	1,711.000	1,711.000	1,711.000	8,555.001
RTS	31	62,740.825	49,410.550	9,710.550	14,437.158	10,410.550	12,860.373	96,829.180
	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Rail Total	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DDR/DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		66,081.814	51,121.550	11,421.550	16,148.158	12,121.550	14,571.373	105,384.181

Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	3,595.142	2,701.645	10,744.032	10,744.032	11,129.357	11,129.357	46,448.422
RBDG	31	66,740.825	53,410.550	13,710.550	18,437.158	14,410.550	16,860.373	116,829.180
	1	790.274	368.103	0.000	0.000	0.000	0.000	368.103
TOTAL BUDGETED FUNDS	2	2,140.277	1,980.146	0.000	0.000	0.000	0.000	1,980.146
	3	1,094.433	453.199	0.000	0.000	0.000	0.000	453.199
	4	981.279	30.000	0.000	0.000	0.000	0.000	30.000
	5	1,851.410	3,322.861	0.000	0.000	0.000	0.000	3,322.861
	6	1,002.454	564.681	0.000	0.000	0.000	0.000	564.681
	7	918.752	1,323.397	0.000	0.000	0.000	0.000	1,323.397
Total		79,114.846	64,154.582	24,454.582	29,181.190	25,539.906	27,989.729	171,319.989

Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	1,629.989	0.000	0.000	0.000	0.000	0.000	0.000
RR29	31	62,740.825	49,410.550	9,710.550	14,437.158	10,410.550	12,860.373	96,829.180
Rail Passenger Service Development	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 29	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DDR/DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		64,370.814	49,410.549	9,710.549	14,437.157	10,410.550	12,860.373	96,829.180

Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	902.000	902.000	902.000	902.000	902.000	902.000	4,510.000
RTA	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Rail Technical Assistance	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 20	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DDR/DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		902.000	902.000	902.000	902.000	902.000	902.000	4,510.000

RAIL PROGRAM Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	0.000	0.000	0.000	0.000	0.000	0.000	0.000
R29F	31	4,000.000	4,000.000	4,000.000	4,000.000	4,000.000	4,000.000	20,000.000
Rail Passenger Service Development	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 29	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal ACNP, NHPP, IM	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		4,000.000	4,000.000	4,000.000	4,000.000	4,000.000	4,000.000	20,000.000

Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	809.000	809.000	809.000	809.000	809.000	809.000	4,045.001
R36S	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Rail Crossing Program - Central Office	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 36	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		809.000	809.000	809.000	809.000	809.000	809.000	4,045.001

Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Rail Crossing Program - Sec. 1010	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 36	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State DPTO	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		0.000	0.000	0.000	0.000	0.000	0.000	0.000

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

(\$ IN THOUSANDS)

RAIL PROGRAM Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	0.000	0.000	0.000	0.000	0.000	0.000	0.000
R36F	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Rail Crossing Program - Sec 1010	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 36	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Federal HSR	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total		0.000	0.000	0.000	0.000	0.000	0.000	0.000

Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	253.796	195.093	4,516.516	4,516.516	4,709.178	4,709.178	18,646.481
R53R	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	790.274	0.000	0.000	0.000	0.000	0.000	0.000
Rail Crossing Safety Program	2	2,140.277	1,980.146	0.000	0.000	0.000	0.000	1,980.146
Hazard Elimination	3	1,094.433	453.199	0.000	0.000	0.000	0.000	453.199
	4	215.906	0.000	0.000	0.000	0.000	0.000	0.000
Program - 53	5	21.830	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.000	564.681	0.000	0.000	0.000	0.000	564.681
Federal RHH	7	0.000	1,323.397	0.000	0.000	0.000	0.000	1,323.397
Total		4,516.516	4,516.516	4,516.516	4,516.516	4,709.178	4,709.178	22,967.904

Fund/Program	Budgeting	Curr Year	FIVE YEAR WORK PROGRAM					5 YEAR
	District	18/19	19/20	20/21	21/22	22/23	23/24	TOTAL
	30	0.357	795.552	4,516.516	4,516.516	4,709.178	4,709.178	19,246.940
R53P	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	0.000	368.103	0.000	0.000	0.000	0.000	368.103
Rail Crossing Safety Program	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Protective Devices	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	765.373	30.000	0.000	0.000	0.000	0.000	30.000
Program - 53	5	1,829.580	3,322.861	0.000	0.000	0.000	0.000	3,322.861
	6	1,002.454	0.000	0.000	0.000	0.000	0.000	0.000
Federal RHP	7	918.752	0.000	0.000	0.000	0.000	0.000	0.000
Total		4,516.516	4,516.516	4,516.516	4,516.516	4,709.178	4,709.178	22,967.904

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

# INTERMODAL

NEW - SCHEDULE B  
 PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

INTERMODAL PROGRAM Fund/Program	Budgeting District	(\$ IN THOUSANDS)						5 YEAR TOTAL
		Curr Year 18/19	FIVE YEAR WORK PROGRAM					
		19/20	20/21	21/22	22/23	23/24		
	30	11,843.164	10,955.046	20,830.411	29,556.565	16,942.051	33,087.787	111,371.861
I11A	31	1,000.000	3,700.000	3,700.000	0.000	0.000	0.000	7,400.000
	1	1,945.509	2,011.096	2,078.586	2,148.033	2,219.494	2,293.027	10,750.236
Intermodal Access	2	0.000	1,697.001	1,754.393	1,813.450	1,874.220	1,936.752	9,075.816
	3	1,016.802	1,084.038	1,121.009	1,159.052	1,198.198	1,238.480	5,800.777
Program - 11 & 84	4	7,111.908	2,779.013	2,871.495	3,292.512	3,387.995	3,486.247	15,817.262
	5	177.223	139.336	238.787	3,777.704	3,887.257	3,999.988	12,043.072
State DDR/DPTO	6	1,928.002	2,007.528	2,069.301	2,132.866	2,198.274	2,265.578	10,673.547
	7	2,091.734	2,164.113	2,236.754	2,311.502	2,388.418	2,467.564	11,568.351
<b>Total</b>		<b>27,114.342</b>	<b>26,537.171</b>	<b>36,900.736</b>	<b>46,191.685</b>	<b>34,095.908</b>	<b>50,775.423</b>	<b>194,500.922</b>

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

# PORTS

NEW - SCHEDULE B  
PROGRAM TARGETS FOR FISCAL YEARS 18/19 THROUGH 23/24

(\$ IN THOUSANDS)

PORTS PROGRAM Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM				5 YEAR TOTAL	
			19/20	20/21	21/22	22/23		
	30	500.000	484.588	25,000.000	25,000.000	25,000.000	25,000.000	100,484.588
SP76	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	2,500.000	1,827.235	0.000	0.000	0.000	0.000	1,827.235
Seaports Program	2	3,300.000	3,850.000	0.000	0.000	0.000	0.000	3,850.000
	3	1,650.000	2,200.000	0.000	0.000	0.000	0.000	2,200.000
Program - 76	4	6,150.000	5,888.177	0.000	0.000	0.000	0.000	5,888.177
	5	3,000.000	3,000.000	0.000	0.000	0.000	0.000	3,000.000
State PORT	6	3,800.000	4,750.000	0.000	0.000	0.000	0.000	4,750.000
	7	4,100.000	3,000.000	0.000	0.000	0.000	0.000	3,000.000
<b>Total</b>		<b>25,000.000</b>	<b>25,000.000</b>	<b>25,000.000</b>	<b>25,000.000</b>	<b>25,000.000</b>	<b>25,000.000</b>	<b>125,000.000</b>

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM				5 YEAR TOTAL	
			19/20	20/21	21/22	22/23		
	30	25,000.000	25,000.000	25,000.000	25,000.000	25,000.000	25,000.000	125,000.000
SP71	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Seaports Program	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Program - 71 & 77	4	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
State PORT	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>		<b>25,000.000</b>	<b>25,000.000</b>	<b>25,000.000</b>	<b>25,000.000</b>	<b>25,000.000</b>	<b>25,000.000</b>	<b>125,000.000</b>

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM				5 YEAR TOTAL	
			19/20	20/21	21/22	22/23		
	30	2,175.000	300.000	1,300.000	1,300.000	1,300.000	1,300.000	5,500.000
SDS	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	250.000	0.000	0.000	0.000	0.000	0.000	0.000
Seaports Program	2	228.491	0.000	0.000	0.000	0.000	0.000	0.000
	3	18.750	0.000	0.000	0.000	0.000	0.000	0.000
Program - 76	4	91.263	0.000	0.000	0.000	0.000	0.000	0.000
	5	149.123	0.000	0.000	0.000	0.000	0.000	0.000
State DPTO/DDR	6	191.559	0.000	0.000	0.000	0.000	0.000	0.000
	7	70.814	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>		<b>3,175.000</b>	<b>300.000</b>	<b>1,300.000</b>	<b>1,300.000</b>	<b>1,300.000</b>	<b>1,300.000</b>	<b>5,500.000</b>

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM				5 YEAR TOTAL	
			19/20	20/21	21/22	22/23		
	30	37,675.000	35,784.588	61,300.000	61,300.000	61,300.000	61,300.000	280,984.588
STOT	31	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	1	2,750.000	1,827.235	0.000	0.000	0.000	0.000	1,827.235
SEAPORT TOTAL	2	3,528.491	3,850.000	0.000	0.000	0.000	0.000	3,850.000
	3	1,668.750	2,200.000	0.000	0.000	0.000	0.000	2,200.000
Program - PO, 71, 76, 77	4	6,241.263	9,263.687	0.000	0.000	0.000	0.000	9,263.687
	5	3,149.123	3,000.000	0.000	0.000	0.000	0.000	3,000.000
State PORT/DPTO/DDR/POED	6	3,991.559	4,750.000	0.000	0.000	0.000	0.000	4,750.000
	7	4,170.814	3,000.000	0.000	0.000	0.000	0.000	3,000.000
<b>Total</b>		<b>63,175.000</b>	<b>63,675.510</b>	<b>61,300.000</b>	<b>61,300.000</b>	<b>61,300.000</b>	<b>61,300.000</b>	<b>308,875.510</b>

Fund/Program	Budgeting District	Curr Year 18/19	FIVE YEAR WORK PROGRAM				5 YEAR TOTAL	
			19/20	20/21	21/22	22/23		
	30	10,000.000	10,000.000	10,000.000	10,000.000	10,000.000	10,000.000	50,000.000
POED	1	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	2	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Seaport Program	3	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	4	0.000	3,375.510	0.000	0.000	0.000	0.000	3,375.510
POED funds only	5	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	6	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Not included in PTO 15%	7	0.000	0.000	0.000	0.000	0.000	0.000	0.000
<b>Total</b>		<b>10,000.000</b>	<b>13,375.510</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>10,000.000</b>	<b>53,375.510</b>





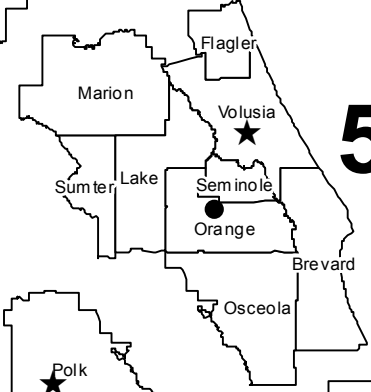
**3**



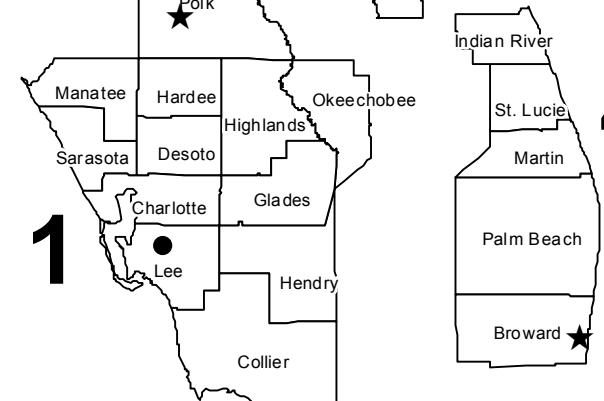
**2**



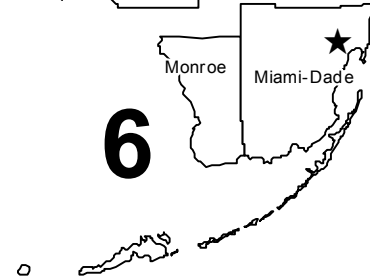
**7**



**5**



**4**



**6**



**DISTRICT 1**

- 01 Charlotte
- 03 Collier
- 04 De Soto
- 05 Glades
- 06 Hardee
- 07 Hendry
- 09 Highlands
- 12 Lee
- 12 Manatee
- 91 Okeechobee
- 16 Polk
- 17 Sarasota

**DISTRICT 2**

- 26 Alachua
- 27 Baker
- 28 Bradford
- 71 Clay
- 29 Columbia
- 30 Dixie
- 72 Duval
- 31 Gilchrist
- 32 Hamilton
- 33 Lafayette
- 34 Levy
- 35 Madison
- 74 Nassau
- 76 Putnam
- 78 St. Johns
- 37 Suwanee
- 38 Taylor
- 39 Union

**DISTRICT 3**

- 46 Bay
- 47 Calhoun
- 48 Escambia
- 49 Franklin
- 50 Gadsden
- 51 Gulf
- 52 Holmes
- 53 Jackson
- 54 Jefferson
- 55 Leon
- 56 Liberty
- 57 Okaloosa
- 58 Santa Rosa
- 59 Wakulla
- 60 Walton
- 61 Washington

**DISTRICT 4**

- 86 Broward
  - 88 Indian River
  - 89 Martin
  - 93 Palm Beach
  - 94 St. Lucie
- DISTRICT 5**
- 70 Brevard
  - 73 Blagler
  - 11 Lake
  - 36 Marion
  - 75 Orange
  - 92 Osceola
  - 77 Seminole
  - 18 Sumter
  - 79 Volusia

**DISTRICT 6**

- 87 Miami-Dade
- 90 Monroe

**DISTRICT 7**

- 02 Citrus
- 08 Hernando
- 10 Hillsborough
- 14 Pasco
- 15 Pinellas

**DEPARTMENT OFFICES**

CENTRAL OFFICE	DISTRICT HEADQUARTERS	DISTRICT URBAN AREA OFFICES
<ul style="list-style-type: none"> <li>■ - Tallahassee</li> </ul>	<ul style="list-style-type: none"> <li>★ District 1 - Bartow</li> <li>District 2 - Lake City</li> <li>District 3 - Chipley</li> <li>District 4 - Ft. Lauderdale</li> <li>District 5 - DeLand</li> <li>District 6 - Miami</li> <li>District 7 - Tampa</li> </ul>	<ul style="list-style-type: none"> <li>● District 1 - Ft. Myers</li> <li>District 2 - Jacksonville</li> <li>District 3 - Tallahassee</li> <li>- Pensacola</li> <li>District 5 - Orlando</li> </ul>

Florida's Turnpike Enterprise - Ocoee



## **APPENDIX D**

**APPENDIX D1 – ABBREVIATIONS FOR USE WITH PROJECT DESCRIPTIONS ON THE WP01 SCREEN**

**APPENDIX D2 – APP FLOW CHART (DELETED)**

**APPENDIX D3 – APP CHECKLIST (DELETED)**

**APPENDIX D4 – BRIDGE CODES (WP10)**

**APPENDIX D5 – BUDGET CATEGORIES**

**APPENDIX D6 – WPA DEFINITIONS**

**APPENDIX D7 – ACTIVE FUND CODES AND GROUPS IN FM**

**APPENDIX D8 – ITEM GROUP IDENTIFIERS**

**APPENDIX D9 – ACTIVE PROGRAM NUMBERS IN FM**

**APPENDIX D10 – PROJECT SCHEDULE AND MANAGEMENT (PSM)**

**APPENDIX D11 – WORK MIX GROUPS**



## **APPENDIX D1 – STANDARD STATEWIDE ABBREVIATIONS FOR USE ON THE WP01 SCREEN**

Use the following standard project description abbreviations for the Item Segment Definition (WP01) screen in Work Program Administration.

### **A. PROJECT DESCRIPTION GUIDELINES**

- Descriptions for roadway projects:

SRxxx (USxxx) Local Name from: SRxxx (USxxx) Local Name to: SRxxx (USxxx) Local Name

- Descriptions for bridge projects:

SRxxx (USxxx) Local Name Official Bridge Name Bridge NOxxxxx

- Descriptions for intersection projects:

SRxxx (USxxx) Local Name @ SRxxx (USxxx) Local Name Intersection

- Descriptions for interchange projects:

Use a “/” when identifying an interchange, e.g. I-xx/I-xx. If one or both legs of the interchange are state or local roads, put the local name in parentheses: SR 688 (Ulmerton Rd.)

- Description of interstate projects:

I-xx (SRxxx) Local Name

Write descriptions so that someone outside the Department of Transportation can locate projects and determine the type of work to be accomplished.

Use only abbreviations on the standardized statewide list; spell out everything else. Spell out local names when used in conjunction with standard abbreviations.

- For example, Bay County Transit System would be Bay Co. TS **not** BCTS.

If a roadway has a US highway number/state road number in conjunction with a local road name, use both when space is available. If both will not fit, enter the US highway number/state highway number on the top line followed by the local road name in the additional description lines.

### **B. STANDARD ABBREVIATION LIST**

AC	Air Carrier	AIP	Airport Improvement Plan
ACFT	Aircraft	ALP	Airport Layout Plan
ACQ	Acquisition	AMP	Airport Master Plan
ADA	American with Disabilities Act	APT	Airport
ADMIN	Administration	ARFF	Airport Rescue and Fire Fighting
AFB	Air Force Base	ASST	Assistance
AGMT	Agreement	AT	Area Transit

**Work Program Instructions**  
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ATCT	Air Traffic Control Tower	CSWY	Causeway
ATIS	Advanced Travelers Information System	CW	Countywide
ATMS	Automatic Traffic Monitoring System	DBL	Double
AUX	Auxiliary	DWTN	Downtown
AVE	Avenue	DC	Discretionary Capacity
AVL	Automated Vehicle Locator	DG	Design Group
AWOS	Airport Weather Observation Station	DEMO	Demonstration
BCH	Beach	DEV	Development
BLVD	Boulevard	DMS	Dynamic Message Sign System
BR	Bridge	DR	Drive
BSWY	Busway	D/W	Districtwide
C-D	Collector-Distributor	E	East
C&G	Curb and Gutter	EB	Eastbound
CADD	Computer Aided Design	ENG	Engineering
CAR	Contamination Assessment & Remediation	EOC	Emergency Operations Center
CAT	Category	ETDM	Efficient Transportation Decision Making
C/L	County Line	EXT	Extension
CCTV	Closed Caption Television	EXEC	Executive
CEI	Construction Engineering Inspection	FAA	Federal Aviation Administration
CHG	Change	FBO	Fixed Base Operator
CIGP	County Incentive Grant Program	FDOT	Florida Department of Transportation
CIR	Circle	FED	Federal
CK	Creek	FHP	Florida Highway Patrol
CITYWID E	1 Word	FL	Florida
CL	City Limits	FTA	Federal Transit Administration
CN	Canal	FY	Fiscal Year
CNTY	County	FYCC	Florida Youth Conservation Corp
CO	Central Office	FEC	Florida East Coast Railroad
COMM	Community	GIS	Geographic Information System
CONST	Construction	GRUB	Grubbing
CR	County Road	GA	General Aviation
CS	Commercial Service	GU	General Use
CSX	CSX Railroad	GRWY	Greenway
CT	Court	HGR	Hanger
CTR	Center	HOV	High Occupancy Vehicles
CTSP	Community Traffic Safety	I	Interstate
CTY	City	IC	Intermodal Center
CTY/W	Citywide	ICTF	Intermodal Cargo Transfer Facility
		INFO	Information
		HWY	Highway

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ICWW	Intercoastal Water Way	PED	Pedestrian
IND	Indian	PH	Phase
ILS	Instrument Landing System	PKWY	Parkway
ISL	Island	PRG	Program
INT'L	International	PROJ	Project
INTCHG	Interchange	PL	Place
ITS	Intelligent Transportation System	PLN	Planning
JARC	Job Access & Reverse Commute Program	PRK	Park
JPA	Joint Participation Agreement	PTO	Public Transportation Office
LAP	Local Agency Program	PVT	Pavement Change
LN	Lane	CHG	
LRTP	Long Range Transportation Plan	PZ	Plaza
MAINT	Maintenance	R/W	Right of Way
MALSR	Medium Intensity Approach	RD	Road
MGMT	Management	RDWY	Roadway
MI	Mile(s)	REG	Regional
MM	Mile Marker	REHAB	Rehabilitation
MOA	Memorandum of Agreement	REILS	Runway End Identifier Lights
MOB	Mobility	RPM	Reflective Pavement Markers
MOT	Maintenance of Traffic	RPZ	Runway Protection Zone
MP	Mile Post	RR	Railroad
MPO	Metropolitan Planning Organization	RTA	Regional Transit Authority
N	North	RTS	Regional Transit System
NB	Northbound	RV	River
NE	Northeast	RVR	Runway Visual Range
NPDES	National Pollution Discharge Elimination System	RW	Runway
NW	Northwest	S	South
O&M	Operations and Maintenance	SB	Southbound
OFA	Other Federal-Aid	SE	Southeast
OMD	Office of Modal Development	SECT	Section
OOCEA	Orlando Orange Expressway Authority	SEG	Segment
OP	Operations	SFRC	South Florida Rail Corridor
OPS	Other Personal Services	SFRTA	South Florida Regional Transit Agency
OVRPS	Overpass	SHS	State Highway System
PAPI	Precision Path Indicators	SIS	Strategic Intermodal System
PB	Pushbutton	SIB	State Infrastructure Bank
PD&E	Project Development & Environmental	SPL	Supplemental Agreement
PE	Preliminary Engineering	SR	State Road
		ST	Street
		SW	Southwest

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**Work Program Instructions**  
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SW	Statewide
SWK	Sidewalk
SYS	System
TA	Transit Authority
TD	Transportation Disadvantage
TECH	Technical
TER	Terrace
TERM	Terminal
T-HGR	T-Hanger
TIFI	Transportation Infrastructure Finance & Innovation Act
TMA	Transportation Management Area
TMI	Transportation Management Initiative
T/O	Traffic Operations
TPA	Transportation Planning Agency
TPK	Turnpike
TPO	Transportation Planning Organization
TRAN	Transportation
TRL	Trail
TS	Transit System
TW	Taxiway
UTIL	Utilities
UPWP	United Planning Work Program
US	United State Route
VASI	Visual Approach Slope Indicator
VE	Value Engineering
VMS	Variable Message Sign
W	West
W/	With
WY	Way
WB	Westbound
XING	Crossing
XWAY	Expressway



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**APPENDIX D2 – APP FLOW CHART (DELETED)**



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**APPENDIX D3 – APP CHECKLIST (DELETED)**



## APPENDIX D4 – BRM CODE TABLES FOR ITEM SEGMENT LOCATION BRIDGE (WP10) SCREEN

The Item Segment Location Bridge (WP10) screen in the Work Program Administration system is used to record bridge project information defined in the Bridge Maintenance (BrM) code tables. BrM is the software utilized by the Florida Department of Transportation (department) to manage their bridge projects.

```

WP10      D_ Display Item_Seg_def Add DElete Road
-----
                                FDOT - Work Program Administration          06-06-2018
                                Item Segment Location - Bridge                16:01:05
                                MORE:
Item: 209503 Segment: 5      Geographic District: 02      County: 72
Desc: SR211 @ ORTEGA RIVER BRIDGE NO720005
Roadway Id: 72050000      SR No: SR 211      US No:
Beginning Point: 2.449      Ending Point: 2.665      Length: 0.216
Display Included Bridges Only: N (Y/N)
      Brdg
Sel No. Inc Length NBI Rat Op St Suff Rat Struc Typ Act Typ Def Disc
_ 0005 Y 348.3 M ND A 66.0 3 16 41 2012

Successfully displayed. No more data to display.
F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff
    
```

### J. NBI RATING (NBI RAT)

Provides the overall structural rating status based on the numerical condition rating.

- ND – Not Deficient
- FO – Functionally Obsolete
- SD – Structurally Deficient

**K. OPERATIONAL STATUS (OP ST)**

This single alpha code provides information about the actual operational status of the structure as follows:

<b>CODE</b>	<b>DESCRIPTION</b>
A	Open, no restriction required
B	Open, posting recommended but not legally implemented (signs not in place)
C	Open, structural analysis is not yet complete
D	Open, would be posted or closed except for temporary shoring
E	Open, temporary structure in place to carry legal loads while original structure is closed and awaiting replacement
F	Proposed Bridge - Bridge is proposed or under construction
G	New structure not yet open to traffic
K	Bridge closed to all traffic
P	Posted for load (weight) restriction(s)
R	Posted for other reason(s)
Z	Deleted Bridge - Structure deleted from active list

**L. SUFFICIENCY RATING (SUFF RAT)**

The sufficiency rating is established by the Federal Highway Administration and is on a scale of 0 (worst) to 100 (best).

**M. STRUCTURE TYPE (STRUC TYP)**

This three digit code identifies the type of structure for the main span(s). The first digit indicates the kind of material and/or design, and the second and third digits indicate the type of design and/or type of construction as follows:

<b>TYPE OF MATERIAL</b>		<b>TYPE OF DESIGN/CONSTRUCTION</b>	
<b>(First Digit)</b>		<b>(Second and Third Digits)</b>	
<b>CODE</b>	<b>DESCRIPTION</b>	<b>CODE</b>	<b>DESCRIPTION</b>
1	Concrete	01	Slab
2	Concrete - Continuous	02	Multi-beam or Multi-girder
3	Steel	01	Slab
4	Steel - Continuous	02	Multibeam or Multi-Girder
5	Pre-stressed Concrete	03	Girder-Floorbeam (GF) or Girder-

TYPE OF MATERIAL (First Digit)		TYPE OF DESIGN/CONSTRUCTION (Second and Third Digits)	
CODE	DESCRIPTION	CODE	DESCRIPTION
6	Pre-stressed Concrete -	04	Tee Beam, or Double Tee Beam
7	Wood or Timber	05	Box Beam or Girders – Multiple*
8	Masonry	06	Box Beam or Girders – Single or Spread*
9	Aluminum, Wrought Iron, or Cast	07	Frame (except frame culverts)
0	Other	08	Orthotropic
		09	Truss- Deck
		10	Truss- Thru or Pony
		11	Arch - Deck
		12	Arch - Thru
		13	Suspension
		14	Cable Stayed Girder
		15	Moveable - Lift
		16	Moveable – Bascule
		17	Moveable – Swing
		18	Tunnel
		19	Culvert (includes frame culverts)
		21	Segmental Box Girder
		22	Channel Beam
		88	Sign – Monotube – Span
		89	Sign – Monotube – Cantilever
		91	Cantilever Sign Structure
		92	Span Sign Structure
		93	Butterfly Sign Structure
		94	Cable Sign Structure
		96	High Mast Light Standard
		97	Traffic Signal Mast Arm
		98	Earth Retaining Wall
		00	Other

Note: Department employees can view the Bridge Management System (BMS) Coding Guide for BrM code definitions at the following link:

[BMS Coding Guide 04.04.2017](#)

## **N. DEFICIENCY DISCOVERY YEAR (DEF DISC YEAR)**

This field is used to record the fiscal year in which the structural deficiency or deterioration, which causes the bridge to be placed on the Bridge Work Plan (BWP), is first discovered. These dates are used to determine compliance with department policy regarding time limits for taking corrective actions.

Note: 2019 means FY 2018/2019.





## **APPENDIX D5 – WORK PROGRAM BUDGET CATEGORIES**

Click on the following link for a list of active work program budget categories and their descriptions:  
<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=BC>



## **APPENDIX D6 – WPA DEFINITIONS**

### **1. WORK PROGRAM ITEM NUMBER**

The system assigned, sequential, six digit number used to identify each work program project.

### **2. ITEM SEGMENT**

The item segment is used to partition a project for scheduling or funding reasons. Item segments may be used when the boundaries of construction projects are different from the preliminary engineering and/or right of way (R/W) phase of a project. It may also be used when it is desirable to use the same item number to track projects along a corridor. For example, the Florida Department of Transportation (department) may want or need to let different segments at different times. Item segments may **NOT** cross county lines, except for districtwide items. Item segment numbers cannot be reused for a new project and must be retained for historical purposes.

Note the following:

- Lettings are done via item segment.
- Item status is tracked via item segment.
- English/metric indicator is tracked via item segment.
- Item segments are limited to nine per item.

### **3. PHASE**

The work program phase consists of the phase group and phase type. Phase group identifies the various major areas of work performed by the department, such as planning, R/W, construction, etc. Phase type identifies who is performing the work on a department defined activity. Examples include in-house, consultant/contractor, etc. The exception is utilities which further divides the phase group into specific types of work for tracking purposes.

A list of the phase groups and phase types is available at the following link:

<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=PH>

Notes:

- Use phase type 4 when there is a grant number attached and it can be tracked in the Florida Accounting Information Resource (FLAIR) system. Typically the department is not involved in monitoring these projects.
- Use phase type 8 when department contracts with another governmental agency for services provided. The department will be responsible for the administration and oversight of the project (e.g., local agency program (LAP) projects).
- Do not use phase type C for direct programming. This phase is used as part of the automated redistribution of costs for districtwide/GC contracts.

## **4. FINANCIAL PROJECT SEQUENCE NUMBER**

The number comprised of the work program item number, item segment, phase and financial project sequence number. Use a different financial project sequence if you would like to collect costs to isolate the project amount in the FLAIR system. For example, joint participation agreements with different utility companies should each carry a different sequence number. This is a two digit code.

## **5. PAY SEQUENCE**

The pay sequence designates the order in which funds should be charged when multiple funds exist. This is an optional field and will default to pay sequence 1.

## **6. PROGRAM NUMBER**

The two digit alpha numeric code used to crosswalk estimates to specific budget categories or classify generic phase usage. For example, program 07 identifies the arterial traffic operations improvement sub-program within the construction programs of the department. See the [program plan crosswalk](#) for specific combinations of program numbers allowed on each combination of transportation system and phase. Each combination of phase, transportation system and program number crosswalks to a specific program line in the Program and Resource Plan. It also denotes a specific appropriation category, and, when combined with budgeting district, a specific budget entity.

## **7. OVERRUN FLAG**

The overrun indicator flag for the cost allocation process. When set to N, it signifies that accounting transactions allocated to the project cost estimate must not exceed the amount authorized.

- Note: the system will not allow all estimates to be set to N.

## **8. TRANSPORTATION SYSTEM**

This code identifies the major system designations used by the department to meet Federal Highway Administration (FHWA) or program plan requirements.

A list of the transportation systems is available at the following link:

<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=TS>

Some department programs do not use all the codes available. For example, routine maintenance programs use code 05 to represent routine maintenance performed on the State Highway System not otherwise identified as interstate, turnpike or toll.

## **9. OLD ITEM NUMBER**

The numbers assigned prior to the conversion to the FM system. This field is no longer used.

## **10. CONTRACT CLASS**

Describes which category the contract is a part of.

A list of the contract classes is available at the following link:

<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=CC>

## 11. ITEM STATUS

This code specifies the stage of the project.

A list of the item statuses is available at the following link:

<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=ST>

## 12. EXAMPLES FOR WP CODE LISTINGS:

### A. FIELDS IDENTIFIED ON THE ITEM SEGMENT DEFINITION (WP01) SCREEN:

- Item
- Segment
- Transportation system
- Contract type
- Status

WP01	D_ Display	Update	Item_Comm	Phases	Group
Seg_Comm	Location	Change_Hist	Status_Hist	Phase_Est	Phase_Sum
Items	Rel_Item				
FDOT - Work Program Administration					06-07-2018
Item/Segment Definition					08:56:40
					More:
Item: 429740	Segment: 1	Item Managing District: 04		Box Item: N (y/N)	
Geo District: 04	County: 86 BROWARD	Project Mgr: GOMEZ			
Trans System: 03	INTRASTATE STATE HIGHWAY		Contract Type: 1		
Work Mix . . : 0714	TRAFFIC SIGNAL UPDATE		Measure Type : E		
Status . . . : 100	LINE ITEM COMPLETED		As of: 02-07-2018		
Box Code . . : —	EMRG: —	Related Items: N		Old Item Number: —	
Description : (Version: Displayed - AD ADOPTED					Requested - G1 )
SR-848/STIRLING RD @ OAKWOOD BLVD					
Work Length: 0.228		Project Length:		0.228 MI	
Item Segment Comments					Type (1=xdesc, 2=misc)
MODIFY E/W LEFT TURN PHASE TO PROTECTED-ONLY; MODIFY LANE					1
CONFIGURATION OF SBL APPROACH; UPGRADE LIGHTING					1
APPROVED SAFETY REPORT - PROJECT B/C RATIO IS 19.0					1
REPLACE STRAIN POLES W/MAST ARMS					1
					2
					2
Successfully displayed. No more data to display.					
F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff					

### B. FIELDS IDENTIFIED ON THE PHASE ESTIMATE DETAIL (WP20) SCREEN:

- Managing district
- Phase (group and type)
- Financial project sequence

- Program number
- Pay sequence
- Oversight flag

```

WP20  D_ Display                               Propose_Change
Prd_Prj_mgr Phase_Sum Auth_Req Fin_proj_Loc proj_cost_Hist Item_Seg_def Phases
Phase Group  Phase Type  FDOT - Work Program Administration          06-07-2018
Phase Estimate Detail - ADOPTED                    09:03:35
Requested Version: G1                               MORE: +
Item/Segment: 429740 1 Status: 100 LINE ITEM COMPLETED Old Item Nbr: _____
Desc: SR-848/STIRLING RD @ OAKWOOD BLVD
Trans Sys: 03 INTRASTATE STATE HIGHWAY             Man Dist : 04          Box Item: N
Phase: 31 PE IN-HOUSE                               Phase Mgr :
Begin Search at FP Seq: 01                          Phase Total: 18,892
FP          PDC          + Total  AMT All  Dstr  Bud Apr  Pay 0
Seq FYR Fund Pgm  Amount - Amount  TYP Typ  Typ/Area  Dis Cat Seq V Status
01 2012 SA 00    1,300    1,300 E 1    04 M24E 1 Y 6 FINALD
   2013 SA 00    7,392    7,392 E 1    04 M24E F Y 6 FINALD
   2014 SA 00    8,773    8,773 E 1    04 M24E F Y 6 FINALD
   2015 SA 00    1,427    1,427 E 1    04 M24E F Y 6 FINALD
Comment: Program #
Overrun Flag

AAA250-I: Successfully displayed.
F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff
  
```

### 13. ITEM SEGMENT STATUS UPDATES

The following status updates are driven by the WP20 screen in WPA, the Federal Aid Management System (FAMS) or the Project Scheduling and Management (PSM) system:

- Adopted, Not Begun (005) - WP20 and gaming adopt batch process: Set when the first phase on an item segment is adopted.
- Pre-Construction Underway (010) - WP20 (state funds) or FAMS (federal funds): When the first project delivery and environmental (PD&E) or preliminary engineering (PE) phase is authorized.
- R/W Acquisition Begun (014) - WP20 (state funds) or FAMS (federal funds): When R/W phase is authorized.
- Plans & R/W in Central Office (020) – PSM: When plans to Tallahassee actively occurs.
- Advertised (030) - Manually updated by Production Management staff: For contract class 1 projects only.
- Bids Received (040) - PSM: When this activity occurs and the status has not already been set by TRNS\*PORT process. (Contract class not equal to 1.)
- Line Item Completed (100) - WP20: When last estimate is closed (status 5).

The following status updates are driven by a weekly batch process that runs against TRANS\*PORT.

TRNS*PORT Status (TRNS*PORT Module)	Item Segment Status
Bids Received/Lettings (LAS)	Bids Received (040)
Award Date (LAS)	Awarded (060)
Execution Date (SIM)	Contract Executed (070)
Work Begin Date (SIM)	Under Construction (090) - Construction Or Work Underway (091) - Maintenance
Final Acceptance (SIM)	Construction Complete (096)  (construction contracts only)

Note: District program staff must manually update item segments with construction contracts not in TRNS\*PORT. Central office or district work program staff manually performs all other status updates.

## 14. PROJECT COST STATUS CODES

This code specifies the project cost status of the estimate.

A list of the project cost statuses is available at the following link:

<https://fdotwp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=ES>

## 15. DISTRICT CODES

The following table presents district and central office division codes with related managing, budgeting and geographic indicators.

- Managing district is the district or central office division responsible for the project’s management.
- Geographic district is one of the seven physical districts in Florida where the project resides.
- Budgeting district is the district or central office division in which the budget will be requested.
- Production district is the district or central office division responsible for a group of phases when it differs from the managing district for the work program item.

The list of district comparisons is available at the following link:

<https://fdotwp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=DC>

## 16. FUND ALLOCATION TYPE

Following are fund allocation codes, name and definitions.

- Code 1      REGULAR: The normal code for projects that require the use of state budget. Exceptions are made for program numbers 61, 69, 75 and 78, which are non-operating budget.
- Code 2      UNFUNDED: Not to be used at the current time. Reserve for future use.

- Code 3 REVENUE: No longer being used for new projects.
- Code 4 NON-BUDGETED: Used to identify funds not managed within the department's state budgeting process. Standard use is to identify federal funds from agencies other than FHWA which are paid directly from the federal government to local project sponsors without passing through the state budget.
- Code 5 PENDING CONVERSION: Coded to temporarily identify regular funds in the process of replacing advanced construction funds. When conversion is obligated, allocation type is changed to 1. These funds are not budgeted and should not normally be included as a use in the production accomplishment report (PAR).
- Code 6 TRANSFER: Used to indicate transfers from one outside agency to another outside agency or trust fund. Example of current use is for transfers from a FHWA fund to the Federal Transit Authority. The transfer amount is always coded without matching funds; include only the amount to be transferred. These funds are not budgeted but must always be included as a use in the PAR. Only for funds that do not generate an expenditure (pass-through dollars) with the exception of program number 75, State Infrastructure Bank to the Florida Turnpike Enterprise.

## 17. DISTRIBUTION AREA CODES

The following distribution area codes are to be used in conjunction with general use urban funds (SU, MU, BU) to identify specific transportation management areas, those with populations greater than 200,000.

A list of distribution areas is available at the following link:

<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=DA>

## 18. COUNTY CODES

A list of county codes is available at the following link:

<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=CO>

## 19. SYSTEM CODE INTERRELATIONSHIPS

PROJECT LEVEL	DATA ELEMENTS
Item	Managing District, Box Code, Project Manager
Item/Segment	Geographic District, Contract Type, English/Metric Indicator, Project Status, Work Mix, Letting Information, Physical Inventory Code (Road, Bridge, Airport), County
Item/Segment/Phase	Production Manager
Item/Segment/Phase/Sequence	Budgeting District, Fund, Amount, Fiscal Year, Phase Status, Program Number, Distribution Area, Allocation Type

## 20. REFERENCES

A report that will run selected codes listed in Appendix D of these instructions is available at:

<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx>



The program plan crosswalk is available at:

<https://owpb.fdot.gov/itemsegmentsearch/ProgramPlanCrosswalk.aspx>



## **APPENDIX D7 – ACTIVE FUND CODES AND GROUPS IN FM**

Click on the following link for a complete list of active fund codes and fund groups:

<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=FC>

Note: O.F.A. means other federal aid.



## **APPENDIX D8 – ITEM GROUP IDENTIFIERS**

Click on the following link for a list of item group identifiers and their descriptions:

<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=IG>



## **APPENDIX D9 – ACTIVE PROGRAM NUMBERS IN FM**

Click on the following link for a complete list of program numbers and their descriptions:  
<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=PN>





**APPENDIX D10 – PROJECT SCHEDULE AND MANAGEMENT (PSM): ACTIVITY TO PHASE CROSSWALK**

Phase	Phase Description	PSM Activity Number or Activity Event (AE)	Activity Description
<b>Standard Activities</b>			
12	Planning Consultant	253	Planning Contract Executed
22	PD&E Consultant	239	PD&E Contract Executed
31	PE In-House	250	PE Begin
32	PE Consultant	233	PE Contract Executed
4B	R/W Service Contract	349	R/W Service Contract Executed
41	R/W In-House	268	Documents to Right of Way
42	R/W Consultant	127	Right of Way Contract Executed
43	R/W Purchase	121	Right of Way Contract Negotiation
45	R/W Relocate	129	Right of Way Relocation Work
46	R/W Utility	282	Right of Way Contract Executed
5A	Construction Contract Bonus	166	Alternative Contract Payment
52	Construction Contractor	280	Letting Date
		283	Design Build Letting Date
54	Construction Grant	853	Construction Grant Executed
56	Construction Utility	205	Construction Utility Contract Executed
57	Construction Railroad	823	JPA to Railroad
62	CEI Contractor	203	CEI Consultant Contract Executed
72	Maintenance Contract	350	Maintenance Contract Executed
82	Operations Consultant	317	Operations Consultant Contract Exec.
84	Operations Grant	825	JPA Encumbered / Committed
92	Capital Consultant	318	Capital Consultant Contract Executed
93	Capital Purchase	318	Capital Consultant Contract Executed
94	Capital Grant	825	JPA Encumbered / Committed
C2	Environmental Consultant	323	Retention/Mitigat. R/W Requirements
C8	Environmental Other Agency	323	Retention/Mitigat. R/W Requirements
<b>Local Agency (LAP)</b>			
18	Planning Other Agency	448	Planning Other Agency
28	PD&E Other Agency	451	PD&E Other Agency
38	PE Other Agency	452	PE Other Agency
48	R/W Other Agency	453	R/W Other Agency
58	Construction Other Agency	454	Construction Other Agency
68	CEI Other Agency	455	CEI Other Agency
78	Maintenance Other Agency	456	Maintenance Other Agency
88	Operations Other Agency	457	Operations Other Agency
<b>Other Required Activities Not Affiliated With The Beginning Of A Particular Phase</b>			
		204	Production Date
		212	Transmit Package for Letting
		370	Plans to District Contract
<b>Advanced Production Potential (APP) Activities</b>			
12	Planning Consultant	<b>50112</b>	APP Approve by Date for PLAN CONSULT
22	PD&E Consultant	<b>50222</b>	APP Approve by Date for PD&E CONSULT
32	Preliminary Engineering Consultant	<b>50332</b>	APP Approve by Date for PRELIMINARY ENGINEERING CONSULTANT

Phase	Phase Description	PSM Activity Number or Activity Event (AE)	Activity Description
36	Preliminary Engineering Consultant-Utilities	<b>50336</b>	APP Approve by Date for PRELIMINARY ENGINEERING CONSULTANT-UTILITIES
38	Preliminary Engineering Other Agency	<b>50338</b>	APP Approve by Date for PRELIMINARY ENGINEERING SERVICES
C2	Environmental Consultant/Contractor	<b>504C2</b>	APP Approve by Date for ENVIRONMENTAL CONSULTANT/CONTRACTOR
C8	Environmental Other Agency	<b>504C8</b>	APP Approve by Date for FOR R/W ENVR MITGTN
4B	R/W Service Contract	<b>5044B</b>	APP Approve by Date for R/W SVCS
42	R/W Consultant	<b>50442</b>	APP Approve by Date for R/W CONSULT
43	R/W Purchase	<b>50443xxxx</b>	APP Approve by Date for R/W PURCHASE
45	R/W Relocate	<b>50445</b>	APP Approve by Date for R/W RELOCATE
46	R/W Utility	<b>50446</b>	APP Approve by Date for R/W UTILITY
52	Construction Contractor	<b>50552</b>	APP Approve by Date for CONSTR
53	Construction Purchase	<b>50553</b>	APP Approve by Date for CONSTR PURCHASE
54	Construction Grant	<b>50554</b>	APP Approve by Date for CONSTR GRANT
56	Construction Utility	<b>50556</b>	APP Approve by Date for CONSTR UTILITY
57	Construction Railroad	<b>50557</b>	APP Approve by Date for PROD CONSTR RR
58	Construction Other Agency	<b>50558xxxx</b>	APP Approve by Date for CONSTR OTHER AGCY
5A	Construction Contract Bonus	<b>5055A</b>	APP Approve by Date for CONSTR CONTR BON
62	CEI Consultant	<b>50562</b>	APP Approve by Date for CEI CONSULTANT
68	CEI Other Agency	<b>50568</b>	APP Approve by Date for CEI OTHER AGENCY
84	Operations Grant	<b>50884</b>	APP Approve by Date for OPERATIONS GRANT
94	Capital Grant	<b>50994</b>	APP Approve by Date for CAPITAL GRANT
12	Planning Consultant	<b>60112</b>	APP Advance Date for PLANNING CONSULT
22	PD&E Consultant	<b>60222</b>	APP Advance Date for PD&E CONSULT
36	Preliminary Engineering Consultant-Utilities	<b>60336</b>	APP Advance Date for PRELIM ENG CONSULT-UTILITIES
32	Preliminary Engineering Consultant	<b>60332</b>	APP Advance Date for PRELIM ENG CONSULT

Phase	Phase Description	PSM Activity Number or Activity Event (AE)	Activity Description
38	Preliminary Engineering Other Agency	<b>60338</b>	APP Advance Date for PRELIM ENG SVCS
C2	Environmental Consultant/Contractor	<b>604C2</b>	APP Advance Date for ENVIRONMENTAL CONSULTANT/CONTRACTOR
C8	Environmental Other Agency	<b>604C8</b>	APP Advance Date for R/W ENVR MITGT
4B	R/W Service Contract	<b>6044B</b>	APP Advance Date for R/W SVCS
42	R/W Consultant	<b>60442</b>	APP Advance Date for R/W CONSULT
43	R/W Purchase	<b>60443</b>	APP Advance Date for R/W PURCHASE
45	R/W Relocate	<b>60445</b>	APP Advance Date for R/W RELOCATE
46	R/W Utility	<b>60446</b>	APP Advance Date for R/W UTILITY
52	Construction Contractor	<b>60552</b>	APP Advance Date for CONSTRUCTION
53	Construction Purchase	<b>60553</b>	APP Advance Date for CONSTR PURCHASE
54	Construction Grant	<b>60554</b>	APP Advance Date for CONSTR GRANT
56	Construction Utility	<b>60556</b>	APP Advance Date for CONSTR UTILITY
57	Construction Railroad	<b>60557</b>	APP Advance Date for CONSTR RR
58	Construction Other Agency	<b>60558</b>	APP Advance Date for CONSTR OTHER AGENCY
5A	Construction Contract Bonus	<b>6055A</b>	APP Advance Date for CONSTR CONTR BONUS
62	CEI Consultant	<b>60562</b>	APP Advance Date for CEI CONSULTANT
68	CEI Other Agency	<b>60568</b>	APP Advance Date for CEI OTHER AGENCY
84	Operations Grant	<b>60884</b>	APP Advance Date for OPERATIONS GRANT
94	Capital Grant	<b>60994</b>	APP Advance Date for CAPITAL GRANT



**APPENDIX D11 – ACTIVE WORK MIX GROUPS**

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
<b>AVIATION/SPACEPORTS</b>	<b>8099</b>		<b>Public Trans In-House Support</b>	<b>Direct or Indirect in-house charges</b>
<b>AVIATION/SPACEPORTS</b>	<b>8165</b>		<b>PTO Studies</b>	<b>Public Transportation Study.</b>
<b>AVIATION/SPACEPORTS</b>	<b>8201</b>		<b>Aviation Safety Projects</b>	<b>Aviation Safety Project.</b>
AVIATION/SPACEPORTS	8201	8801	Apron Lighting	Install apron lighting.
AVIATION/SPACEPORTS	8201	8802	ARFF Facility or Vehicle	Construct facility or purchase vehicle.
AVIATION/SPACEPORTS	8201	8803	Auto Weather Observation System	Purchase and install an automated weather observation system (AWOS or ASOS).
AVIATION/SPACEPORTS	8201	8804	Clear Zone Purch/Clearing	Purchase and clear land.
AVIATION/SPACEPORTS	8201	8805	Equipment	Purchase equipment (e.g. sweepers, mowers, computers, etc.).
AVIATION/SPACEPORTS	8201	8806	Fencing	Install fencing.
AVIATION/SPACEPORTS	8201	8807	Instrument Approach Aids/Equip	Install instrument approach equipment.
AVIATION/SPACEPORTS	8201	8808	New or Extended Overrun	Construct runway overrun.
AVIATION/SPACEPORTS	8201	8809	New/Extend/Expand Taxiway	Construct taxiway.
AVIATION/SPACEPORTS	8201	8810	Runway Extension	Construct a runway extension.
AVIATION/SPACEPORTS	8201	8811	Runway Grooving	Treat (groove) runway surface.
AVIATION/SPACEPORTS	8201	8812	Runway or Taxiway Lighting	Install lighting.
AVIATION/SPACEPORTS	8201	8813	Visual Approach Aids	Install visual approach aids.
<b>AVIATION/SPACEPORTS</b>	<b>8203</b>		<b>Aviation Security Projects</b>	<b>Aviation Security Projects.</b>
AVIATION/SPACEPORTS	8203	8801	Apron Lighting	Install apron lighting.
AVIATION/SPACEPORTS	8203	8805	Equipment	Install security equipment including computers, biometrics, etc.
AVIATION/SPACEPORTS	8203	8806	Fencing	Install security fence.
AVIATION/SPACEPORTS	8203	8814	Airfield Security Equipment	Install equipment.
AVIATION/SPACEPORTS	8203	8815	Cargo Screening Equipment	Install cargo screening equipment.
AVIATION/SPACEPORTS	8203	8816	Explosives Detection System	Install EDS and other equipment.
AVIATION/SPACEPORTS	8203	8817	In-line Baggage Equipment	Install in-line baggage system.
AVIATION/SPACEPORTS	8203	8818	New or Expanded Term Facility	Terminal construction.

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**September 12, 2018**

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
AVIATION/SPACEPORTS	8203	8819	Terminal Security Equipment	Install equipment.
<b>AVIATION/SPACEPORTS</b>	<b>8205</b>		<b>Aviation Preservation Projects</b>	<b>Aviation Preservation Projects.</b>
AVIATION/SPACEPORTS	8205	8807	Instrument Approach Aids/Equip	Repair instrument approach aids.
AVIATION/SPACEPORTS	8205	8812	Runway or Taxiway Lighting	Repair lighting.
AVIATION/SPACEPORTS	8205	8820	Airfield Utilities	Repair utilities.
AVIATION/SPACEPORTS	8205	8821	Road Reconst/Repair/Overlay	Repair road.
AVIATION/SPACEPORTS	8205	8822	Apron Reconst/Repair/Overlay	Repair apron.
AVIATION/SPACEPORTS	8205	8823	Building Repair/Expansion	Repair building.
AVIATION/SPACEPORTS	8205	8824	Drainage/Retention	Repair drainage system or retention pond.
AVIATION/SPACEPORTS	8205	8825	Environmental Assessment/DRI	Environmental study.
AVIATION/SPACEPORTS	8205	8826	General Aviation Terminal	Repair terminal.
AVIATION/SPACEPORTS	8205	8827	Hangars	Repair hangar.
AVIATION/SPACEPORTS	8205	8828	Master Drainage Plan	Prepare a drainage plan.
AVIATION/SPACEPORTS	8205	8829	Multimodal Airport Access	Repair multimodal access facility (e.g. transit, rail, etc.).
AVIATION/SPACEPORTS	8205	8830	Passenger Terminal	Repair terminal.
AVIATION/SPACEPORTS	8205	8831	Pavement Test & Evaluation	Pavement study.
AVIATION/SPACEPORTS	8205	8832	People Mover/Moving Walkways	Repair people mover.
AVIATION/SPACEPORTS	8205	8833	Runway Reconst/Repair/Overlay	Repair runway.
AVIATION/SPACEPORTS	8205	8834	Taxiway Reconst/Repair/Overlay	Repair taxiway.
AVIATION/SPACEPORTS	8205	8835	Term Gates/Aircraft Bridges	Repair terminal gates or aircraft bridges.
<b>AVIATION/SPACEPORTS</b>	<b>8207</b>		<b>Aviation Capacity Projects</b>	<b>Aviation Capacity Projects.</b>
AVIATION/SPACEPORTS	8207	8807	Instrument Approach Aids/Equip	Install instrument approach equipment.
AVIATION/SPACEPORTS	8207	8809	New/Extend/Expand Taxiway	Construct a taxiway.
AVIATION/SPACEPORTS	8207	8812	Runway or Taxiway Lighting	Install runway lighting.
AVIATION/SPACEPORTS	8207	8818	New or Expanded Term Facility	Construct a terminal.
AVIATION/SPACEPORTS	8207	8824	Drainage/Retention	Construct drainage system or retention pond.
AVIATION/SPACEPORTS	8207	8825	Environmental Assessment/DRI	Study environmental impact.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
AVIATION/SPACEPORTS	8207	8828	Master Drainage Plan	Design a master drainage plan.
AVIATION/SPACEPORTS	8207	8829	Multimodal Airport Access	Repair multimodal access facility (e.g. transit, rail, etc.).
AVIATION/SPACEPORTS	8207	8830	Passenger Terminal	Construct a passenger terminal.
AVIATION/SPACEPORTS	8207	8832	People Mover/Moving Walkways	Install a people mover.
AVIATION/SPACEPORTS	8207	8835	Term Gates/Aircraft Bridges	Install gates or aircraft bridges.
AVIATION/SPACEPORTS	8207	8836	Air Traffic Control Tower	Construct a control tower.
AVIATION/SPACEPORTS	8207	8837	Airport Access Road	Construct an access road.
AVIATION/SPACEPORTS	8207	8838	Airport Master/Layout Plan	Plan airport improvements (ALP).
AVIATION/SPACEPORTS	8207	8839	Aviation Systems Planning	Plan a statewide system of airports.
AVIATION/SPACEPORTS	8207	8840	Baggage Handling Equipment	Install baggage handling equipment.
AVIATION/SPACEPORTS	8207	8842	Helicopter Landing Area	Construct a helicopter landing area.
AVIATION/SPACEPORTS	8207	8843	Land Acquisition	Purchase land.
AVIATION/SPACEPORTS	8207	8844	New Airport	Construct a new Airport.
AVIATION/SPACEPORTS	8207	8845	New or Expanded Apron	Construct an apron.
AVIATION/SPACEPORTS	8207	8846	New or Expanded Cargo Facility	Construct a cargo facility.
AVIATION/SPACEPORTS	8207	8847	New Heliport	Construct a heliport.
AVIATION/SPACEPORTS	8207	8848	New Runway	Construct a runway.
AVIATION/SPACEPORTS	8207	8849	New Seaplane Base	Construct a seaplane base.
AVIATION/SPACEPORTS	8207	8850	Site Selection Study	Studying new airport sites.
AVIATION/SPACEPORTS	8207	8851	Taxiway Lighting	Install taxiway lighting.
<b>AVIATION/SPACEPORTS</b>	<b>8209</b>		<b>Aviation Environmental Projects</b>	<b>Aviation Environmental Projects.</b>
AVIATION/SPACEPORTS	8209	8824	Drainage/Retention	Construct drainage system or retention pond.
AVIATION/SPACEPORTS	8209	8825	Environmental Assessment/DRI	Study environmental impact.
AVIATION/SPACEPORTS	8209	8828	Master Drainage Plan	Design a drainage plan.
AVIATION/SPACEPORTS	8209	8843	Land Acquisition	Purchased land to mitigate the environmental impact.
AVIATION/SPACEPORTS	8209	8852	Environmental mitigation	Conduct a project to mitigate environmental impact.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
AVIATION/SPACEPORTS	8209	8853	FAA Reg Part 150 Noise Study	Analyze airport noise.
AVIATION/SPACEPORTS	8209	8854	Noise Mitigation	Conduct a project to mitigate airport noise.
<b>AVIATION/SPACEPORTS</b>	<b>8211</b>		<b>Aviation Revenue &amp; Operational</b>	<b>Airport Revenue and Operational Improvements.</b>
AVIATION/SPACEPORTS	8211	8805	Equipment	Purchase equipment (e.g. ramp sweepers, etc.).
AVIATION/SPACEPORTS	8211	8809	New/Extend/Expand Taxiway	Construct a taxiway.
AVIATION/SPACEPORTS	8211	8820	Airfield Utilities	Construct utilities for a revenue-producing facility.
AVIATION/SPACEPORTS	8211	8825	Environmental Assessment/DRI	Environmental impact of an economic development project.
AVIATION/SPACEPORTS	8211	8826	General Aviation Terminal	Construct a terminal.
AVIATION/SPACEPORTS	8211	8827	Hangars	Construct a hangar for lease.
AVIATION/SPACEPORTS	8211	8845	New or Expanded Apron	Construct an apron.
AVIATION/SPACEPORTS	8211	8855	Air Service Analysis & Promotion	Analyze and promote new air service.
AVIATION/SPACEPORTS	8211	8856	Auto Parking	Construct a parking facility.
AVIATION/SPACEPORTS	8211	8857	Economic Development Planning	Design an airport economic development plan.
AVIATION/SPACEPORTS	8211	8858	Buildings	Construct buildings for lease (administration, rental, etc.).
AVIATION/SPACEPORTS	8211	8859	Computer Systems	Purchase computer systems.
AVIATION/SPACEPORTS	8211	8860	Fuel Facility	Construct an aircraft fueling facility.
AVIATION/SPACEPORTS	8211	8861	On-Airport Road	Construct a road.
<b>AVIATION/SPACEPORTS</b>	<b>8880</b>		<b>Spaceport Safety Project</b>	<b>Project that increases safety of spaceport operations or facilities.</b>
<b>AVIATION/SPACEPORTS</b>	<b>8881</b>		<b>Spaceport Security Project</b>	<b>Project that improves security of spaceport crew, passenger, or cargo/freight operation. Example projects include security cameras and fencing.</b>
<b>AVIATION/SPACEPORTS</b>	<b>8882</b>		<b>Spaceport Preservation Project</b>	<b>Project that extends/increases the usable life of the spaceport system or launch support facility.</b>
<b>AVIATION/SPACEPORTS</b>	<b>8883</b>		<b>Spaceport Capacity Project</b>	<b>Project that increases spaceport capacity. Examples include processing and launch support facilities, taxiways, aprons, and fueling areas.</b>
<b>AVIATION/SPACEPORTS</b>	<b>8884</b>		<b>Spaceport Environmental Project</b>	<b>Project to enhance or mitigate environmental impacts of a spaceport project. Example</b>



Category	Major Code	Minor Code	Project Type	Definition of Work Mix
				projects include wetlands mitigation and ground pollution cleanup.
AVIATION/SPACEPORTS	8885		Spaceport Revenue/Operational	Project that improves spaceport operational efficiency and/or revenue services.
AVIATION/SPACEPORTS	9980		Preliminary Engineering	Engineering design.
BRIDGE	0020		New Bridge Construction	For new bridge only. Not used for replace, rehabilitation, operations, maintenance or rail bridge.
BRIDGE	0022		Bridge Replacement	Replacement bridge only. Not used for new. Not used for railroad, culvert, or movable span.
BRIDGE	0023		Bridge - Replace and Add Lanes	Replacement of existing lanes or the addition of new lanes on a bridge. Must add lanes. Not for replace only.
BRIDGE	0024		Bridge Repair/ Rehabilitation	Repair only. Not used for new construction.
BRIDGE	0025		Bridge - Rehabilitate and Add Lanes	Rehabilitation of existing lanes or the addition of new lanes on a bridge. Must add lanes. Not for rehabilitation only.
BRIDGE	0026		New Rail Bridge Construction	For new rail bridge only. Not used for replace, rehabilitation, operations, or maintenance.
BRIDGE	0027		New Bridge w/ No Added Capacity	No capacity added when adding a new bridge.
BRIDGE	0029		Miscellaneous Structure	Other structures attached to the bridge, such as overhead signs, abutment walls, lighting fixtures, etc.
BRIDGE	0031		Fishing Pier	Fishing Pier.
BRIDGE	0032		Bridge Demolition	Demolition of existing structure.
BRIDGE	0315		Fender Work	Pier protection systems.
BRIDGE	0327		Construct Bridge Culvert	For new bridge culverts only. Not for new bridges. Culvert greater than 20 feet.
BRIDGE	0328		Pedestrian or Wildlife Overpass	Pedestrian or wildlife bridge constructed over roadway, railway, or waterway.
BRIDGE	0329		Pedestrian or Wildlife Underpass	Pedestrian or wildlife tunnel constructed under roadway, railway, or waterway.
BRIDGE	0330		Construct Culvert	For new culvert only. Not for new bridges. Culvert less than 20 feet.
BRIDGE	0333		Replace Bridge with Culvert	Replacement of bridge with non-inventoried structure (culvert).

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
BRIDGE	0424		Replace Movable Span Bridge	Replacement only. Not used for new. Not used for bridge, bridge culvert, or railroad span.
BRIDGE	0425		Replace Railroad Bridge	Replacement only. Not used for new. Not used for bridge, bridge culvert, or movable span.
BRIDGE	0427		Replace or Widen Br Culvert	Replacement only. Not used for new. Not used for railroad, bridge, or movable span.
BRIDGE	0429		Bridge Rehabilitation	Rehabilitation only. Not used for new construction.
BRIDGE	0925		Bridge Painting	Painting only.
BRIDGE	6050		Drawbridge Operations Contract	Operations for drawbridge only.
BRIDGE	7092		Bridge Routine Maintenance	Maintenance only. Not for replacement or rehabilitation.
BRIDGE	7093		Bridge Operations	Operations for bridge only. Not for drawbridge.
BRIDGE	8345		Rail Preservation Project	Project that extends/increases the usable life of a segment of railroad. Example projects include tie replacement, track replacement, bridge/trestle replacement or repair (excludes routine maintenance of rail structures).
CAPACITY	0002		New Road Construction	For new road only. Not used for replace, rehabilitation, operations, or maintenance.
CAPACITY	0020		New Bridge Construction	For new bridge only. Not used for replace, rehabilitation, operations, maintenance or rail bridge.
CAPACITY	0023		Bridge - Replace and Add Lanes	Replacement of existing lanes or the addition of new lanes on a bridge. Must add lanes. Not for replace only.
CAPACITY	0025		Bridge - Rehabilitate and Add Lanes	Rehabilitation of existing lanes or the addition of new lanes on a bridge. Must add lanes. Not for rehabilitation only.
CAPACITY	0026		New Rail Bridge Construction	For new rail bridge only. Not used for replace, rehabilitation, operations, or maintenance.
CAPACITY	0037		Ferry Boat/Water Taxi	Water Taxi Service
CAPACITY	0213		Add Lanes & Reconstruct	For new lanes of an existing roadway and the reconstruction of existing lanes during the addition of the new lanes. Must add lanes. Not for reconstruction only.
CAPACITY	0218		Add Lanes & Rehabilitate Pavement	For new lanes of an existing roadway and the rehabilitation of pavement of existing lanes

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
				during the addition of the new lanes. Must add lanes. Not for rehabilitation only.
CAPACITY	0229		Interchange Ramp (New)	For new interchange ramp only.
CAPACITY	0230		Interchange (New)	For the construction of a new interchange (two roadways intersecting at a grade-separated overpass with ramps) where one currently does not exist.
CAPACITY	0232		Intersection (New)	For the construction of a new intersection (two roadways intersecting at grade) where one currently does not exist.
CAPACITY	0234		Add Special Use Lane	For new special use lanes only. These include High Occupancy Vehicle (HOV), High Occupancy Toll (HOT) and Exclusive Bus Lane.
CAPACITY	0235		Roundabout	Intersection reconfiguration.
CAPACITY	0236		Interchange Add Lanes	For the modification of a grade-separated interchange with the intent of increasing capacity. This includes the expansion by adding lanes to ramps, adding specific directional ramps, or adding lanes along the mainline.
CAPACITY	0237		Add Managed Lanes	For new managed lanes only. These lanes are dynamic priced based on congestion.
CAPACITY	0547		Add Thru Lane(s)	For new thru lane on existing facility only.
CAPACITY	0548		Add Auxiliary Lane(s)	For new auxiliary lane on existing facility only.
CAPACITY	0549		Add Left Turn Lane(s)	For new left turn lane on existing facility only.
CAPACITY	0550		Add Right Turn Lane(s)	For new right turn lane on existing facility only.
CAPACITY	0551		Add Turn Lane(s)	For new turn lanes (composite) on existing facility only.
CAPACITY	0630		Interchange Justification/Modification	Study for modification of existing or potential new interchanges.
CAPACITY	0750		ITS Communication System	Projects include the planning, design, deployment and integration of communications infrastructure that support ITS.
CAPACITY	0752		ITS Surveillance System	Projects that provide surveillance of traffic and roadway conditions or security of critical infrastructure.
CAPACITY	0753		Traffic Management Centers	Hubs for communications infrastructure and contain information systems that support the

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
				management and operations of facilities and services.
CAPACITY	0754		ADV Traveler Information System	Advanced Traveler Information Systems (ATIS).
CAPACITY	0756		ITS Freeway Management	Projects that include the planning, design, deployment and integration of roadside infrastructure.
CAPACITY	0760		Dynamic Message Sign	Devices that provide information to the public at the facility level, such as incidents that have occurred that may impact travel times and/or travel speeds.
CAPACITY	0761		ATMS – Arterial Traffic Management	Traffic signal systems, characterized by the interconnection of signals and the use of computers that provide for the safe and efficient movement of traffic along urban arterials.
CAPACITY	2000		Right of Way - Future Capacity	For Right of Way for potential capacity projects only. No other phases associated with project.
CAPACITY	8053		Public Transportation Station	Construction of transfer station for transit, rail, or intermodal facility.
CAPACITY	8140		Park and Ride Lots	Commuter Parking.
CAPACITY	8165		PTO Studies	Public Transportation Study.
CAPACITY	8207		Aviation Capacity Project	For enhancement of aviation capacity. Must be capacity project such as new or extended runway or taxiway.
CAPACITY	8350		Rail Capacity Project	For enhancement of rail capacity. Must be a capacity project such as track upgrade, double tracking, or siding. Does not include rail crossings.
CAPACITY	8401		Seaport Capacity Project	Project that increases seaport capacity. Example projects include capacity dredging, berth expansion, etc.
CAPACITY	8420		Intermodal Hub Capacity	For enhancement of intermodal hub capacity. Hub must connect more than one mode of transport.
CAPACITY	8883		Spaceport Capacity Project	Project that increases spaceport capacity. Examples include processing and launch support facilities, taxiways, aprons, and fueling areas.
CAPACITY	9982		PE for Potential Capacity Projects	For engineering studies, documents, plans, specifications for capacity projects.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
CAPACITY	9999		PD&E/EMO Study	Project Development and Environment for potential capacity projects only. No other phases associated with project.
ENGINEERING	0920		Inspect Construction Projects	For Construction Engineering and Inspection of all projects.
ENGINEERING	0921		Material Testing/Geotechnical	Material testing/geotechnical services provided under PE & CEI consultant categories. To be used for districtwide testing consultant contract.
ENGINEERING	8841		Feasibility Study	Study the feasibility of a project.
ENGINEERING	9980		Preliminary Engineering	For engineering studies, documents, plans, specifications for non-capacity projects. Used for neither PD&E, Traffic, nor any capacity project.
ENGINEERING	9981		Special Surveys	Special Surveys.
ENGINEERING	9982		Prelim Eng For Future Capacity	For engineering studies, documents, plans, specifications for capacity projects.
ENGINEERING	9999		PD&E/EMO Study	Project Development and Environment for potential capacity projects only. No other phases associated with project.
ENVIRONMENTAL	0046		Environmental Test/Mitigate	Environmental testing and mitigation.
ENVIRONMENTAL	1039		Environmental Permits Acquisition	Environmental Permit Acquisition.
ENVIRONMENTAL	1053		Wetland Mitigation/Restoration	Mitigation and Restoration of wetlands.
ENVIRONMENTAL	1061		Critical Habitat Restoration	Restore critical habitats.
ENVIRONMENTAL	8525		Environmental/Demographics Data Collection	Data Collection for Environmental /Demographics.
INFORMATION SYSTEMS	9001		In-House System Development	Maintenance of products purchased from software vendors.
INFORMATION SYSTEMS	9003		In-House System Maintenance	Maintenance of systems developed in-house by DOT employees and consultants.
INFORMATION SYSTEMS	9004		Program Product Maintenance	Development of new application systems by DOT employees and consultants.
INFORMATION SYSTEMS	9005		Information Systems	For the development and use of information systems by FDOT employees.
INTELLIGENT TRANSPORTATION SYS	0750		ITS Communication System	Projects include the planning, design, deployment and integration of communications infrastructure that support ITS.

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INTELLIGENT TRANSPORTATION SYS	0751		Other ITS	Should be used for ITS projects that do not meet any of the other descriptions of ITS work mixes identified herein.
INTELLIGENT TRANSPORTATION SYS	0752		ITS Surveillance System	Projects that provide surveillance of traffic and roadway conditions or security of critical infrastructure.
INTELLIGENT TRANSPORTATION SYS	0753		Traffic Management Centers	Hubs for communications infrastructure and contain information systems that support the management and operations of facilities and services.
INTELLIGENT TRANSPORTATION SYS	0754		ADV Traveler Information System	Advanced Traveler Information Systems (ATIS).
INTELLIGENT TRANSPORTATION SYS	0756		ITS Freeway Management	Projects that include the planning, design, deployment and integration of roadside infrastructure.
INTELLIGENT TRANSPORTATION SYS	0757		TMC Software & System Integration	Specialized computer software and hardware for data collection and dissemination.
INTELLIGENT TRANSPORTATION SYS	0758		Commercial Vehicle Info System/Network	A federal program that brings all data on a commercial vehicle together in one location for the sharing of that data among state agencies.
INTELLIGENT TRANSPORTATION SYS	0760		Dynamic Message Sign	Devices that provide information to the public at the facility level, such as incidents that have occurred that may impact travel times and/or travel speeds.
INTELLIGENT TRANSPORTATION SYS	0761		ATMS - Arterial Traffic Management	Traffic signal systems, characterized by the interconnection of signals and the use of computers that provide for the safe and efficient movement of traffic along urban arterials.
INTERMODAL	0002		New Road Construction	For new road only. Not used for replace, rehabilitation, operations, or maintenance.
INTERMODAL	0020		New Bridge Construction	For new bridge only. Not used for replace, rehabilitation, operations, maintenance or rail bridge.
INTERMODAL	0023		Bridge - Replace and Add Lanes	Replacement of existing lanes or the addition of new lanes on a bridge. Must add lanes. Not for replace only.
INTERMODAL	0025		Bridge - Rehabilitate and Add Lanes	Rehabilitation of existing lanes or the addition of new lanes on a bridge. Must add lanes. Not for rehabilitation only.
INTERMODAL	0026		New Rail Bridge Construction	For new rail bridge only. Not used for replace, rehabilitation, operations, or maintenance.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
INTERMODAL	0037		Ferry Boat/Water Taxi	Water Taxi Service
INTERMODAL	0040		Transportation Planning	Highway planning activities
INTERMODAL	0213		Add Lanes & Reconstruct	For new lanes of an existing roadway and the reconstruction of existing lanes during the addition of the new lanes. Must add lanes. Not for reconstruction only.
INTERMODAL	0218		Add Lanes & Rehabilitate Pavement	For new lanes of an existing roadway and the rehabilitation of pavement of existing lanes during the addition of the new lanes. Must add lanes. Not for rehabilitation only.
INTERMODAL	0229		Interchange Ramp (New)	For new interchange ramp only.
INTERMODAL	0230		Interchange (New)	For the construction of a new interchange (two roadways intersecting at a grade-separated overpass with ramps) where one currently does not exist.
INTERMODAL	0232		Intersection (New)	For the construction of a new intersection (two roadways intersecting at grade) where one currently does not exist.
INTERMODAL	0234		Add Special Use Lane	For new special use lanes only. These include High Occupancy Vehicle (HOV), High Occupancy Toll (HOT) and Exclusive Bus Lane.
INTERMODAL	0236		Interchange Add Lanes	For the modification of a grade-separated interchange with the intent of increasing capacity. This includes the expansion by adding lanes to ramps, adding specific directional ramps, or adding lanes along the mainline.
INTERMODAL	0547		Add Thru Lane(s)	For new thru lane on existing facility only.
INTERMODAL	0549		Add Left Turn Lane(s)	For new left turn lane on existing facility only.
INTERMODAL	0550		Add Right Turn Lane(s)	For new right turn lane on existing facility only.
INTERMODAL	0551		Add Turn Lane(s)	For new turn lanes (composite) on existing facility only.
INTERMODAL	0630		Interchange Justification/Modification	Study for modification of existing or potential new interchanges.
INTERMODAL	0750		ITS Communication System	Projects include the planning, design, deployment and integration of communications infrastructure that support ITS.
INTERMODAL	0752		ITS Surveillance System	Projects that provide surveillance of traffic and roadway conditions or security of critical infrastructure.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
INTERMODAL	0753		Traffic Management Centers	Hubs for communications infrastructure and contain information systems that support the management and operations of facilities and services.
INTERMODAL	0754		ADV Traveler Information System	Advanced Traveler Information Systems (ATIS).
INTERMODAL	0756		ITS Freeway Management	Projects that include the planning, design, deployment and integration of roadside infrastructure.
INTERMODAL	0760		Dynamic Message Sign	Devices that provide information to the public at the facility level, such as incidents that have occurred that may impact travel times and/or travel speeds.
INTERMODAL	2000		Right of Way - Future Capacity	For Right of Way for potential capacity projects only. No other phases associated with project.
INTERMODAL	8051		Public Transportation Shelter	Construction of shelter for transit, rail or intermodal facility.
INTERMODAL	8053		Public Transportation Station	Construction of transfer station for transit, rail, or intermodal facility.
INTERMODAL	8099		Public Trans In-House Support	Direct or In-direct in-house charges.
INTERMODAL	8140		Park and Ride Lots	Commuter Parking.
INTERMODAL	8165		PTO Studies	Public Transportation Study.
INTERMODAL	8201		Aviation Safety Projects	Aviation Safety Project.
INTERMODAL	8201	8801	Apron Lighting	Install apron lighting.
INTERMODAL	8201	8802	ARFF Facility or Vehicle	Construct facility or purchase vehicle.
INTERMODAL	8201	8803	Auto Weather Observation System	Purchase and install an automated weather observation system (AWOS or ASOS).
INTERMODAL	8201	8804	Clear Zone Purch/Clearing	Purchase and clear land.
INTERMODAL	8201	8805	Equipment	Purchase equipment (e.g. sweepers, mowers, computers, etc.).
INTERMODAL	8201	8806	Fencing	Install fencing.
INTERMODAL	8201	8807	Instrument Approach Aids/Equip	Install instrument approach equipment.
INTERMODAL	8201	8808	New or Extended Overrun	Construct runway overrun.
INTERMODAL	8201	8809	New/Extend/Expand Taxiway	Construct taxiway.
INTERMODAL	8201	8810	Runway Extension	Construct a runway extension.



Category	Major Code	Minor Code	Project Type	Definition of Work Mix
INTERMODAL	8201	8811	Runway Grooving	Treat (groove) runway surface.
INTERMODAL	8201	8812	Runway or Taxiway Lighting	Install lighting.
INTERMODAL	8201	8813	Visual Approach Aids	Install visual approach aids.
<b>INTERMODAL</b>	<b>8203</b>		<b>Aviation Security Projects</b>	<b>Aviation Security Projects.</b>
INTERMODAL	8203	8801	Apron Lighting	Install apron lighting.
INTERMODAL	8203	8805	Equipment	Install security equipment including computers, biometrics, etc.
INTERMODAL	8203	8806	Fencing	Install security fence.
INTERMODAL	8203	8814	Airfield Security Equipment	Install equipment.
INTERMODAL	8203	8815	Cargo Screening Equipment	Install cargo screening equipment.
INTERMODAL	8203	8816	Explosives Detection System	Install EDS and other equipment.
INTERMODAL	8203	8817	In-line Baggage Equipment	Install in-line baggage system.
INTERMODAL	8203	8818	New or Expanded Term Facility	Terminal construction.
INTERMODAL	8203	8819	Terminal Security Equipment	Install equipment.
<b>INTERMODAL</b>	<b>8205</b>		<b>Aviation Preservation Projects</b>	<b>Aviation Preservation Projects.</b>
INTERMODAL	8205	8807	Instrument Approach Aids/Equip	Repair instrument approach aids.
INTERMODAL	8205	8812	Runway or Taxiway Lighting	Repair lighting.
INTERMODAL	8205	8820	Airfield Utilities	Repair utilities.
INTERMODAL	8205	8821	Road Reconst/Repair/Overlay	Repair road.
INTERMODAL	8205	8822	Apron Reconst/Repair/Overlay	Repair apron.
INTERMODAL	8205	8823	Building Repair/Expansion	Repair building.
INTERMODAL	8205	8824	Drainage/Retention	Repair drainage system or retention pond.
INTERMODAL	8205	8825	Environmental Assessment/DRI	Environmental study.
INTERMODAL	8205	8826	General Aviation Terminal	Repair terminal.
INTERMODAL	8205	8827	Hangars	Repair hangar.
INTERMODAL	8205	8828	Master Drainage Plan	Prepare a drainage plan.
INTERMODAL	8205	8829	Multimodal Airport Access	Repair multimodal access facility (e.g. transit, rail, etc.).

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
INTERMODAL	8205	8830	Passenger Terminal	Repair terminal.
INTERMODAL	8205	8831	Pavement Test & Evaluation	Pavement study.
INTERMODAL	8205	8832	People Mover/Moving Walkways	Repair people mover.
INTERMODAL	8205	8833	Runway Reconst/Repair/Overlay	Repair runway.
INTERMODAL	8205	8834	Taxiway Reconst/Repair/Overlay	Repair taxiway.
INTERMODAL	8205	8835	Term Gates/Aircraft Bridges	Repair terminal gates or aircraft bridges.
<b>INTERMODAL</b>	<b>8207</b>		<b>Aviation Capacity Projects</b>	<b>Aviation Capacity Projects.</b>
INTERMODAL	8207	8807	Instrument Approach Aids/Equip	Install instrument approach equipment.
INTERMODAL	8207	8809	New/Extend/Expand Taxiway	Construct a taxiway.
INTERMODAL	8207	8812	Runway or Taxiway Lighting	Install runway lighting.
INTERMODAL	8207	8818	New or Expanded Term Facility	Construct a terminal.
INTERMODAL	8207	8824	Drainage/Retention	Construct drainage system or retention pond.
INTERMODAL	8207	8825	Environmental Assessment/DRI	Study environmental impact.
INTERMODAL	8207	8828	Master Drainage Plan	Design a master drainage plan.
INTERMODAL	8207	8829	Multimodal Airport Access	Repair multimodal access facility (e.g. transit, rail, etc.).
INTERMODAL	8207	8830	Passenger Terminal	Construct a passenger terminal.
INTERMODAL	8207	8832	People Mover/Moving Walkways	Install a people mover.
INTERMODAL	8207	8835	Term Gates/Aircraft Bridges	Install gates or aircraft bridges.
INTERMODAL	8207	8836	Air Traffic Control Tower	Construct a control tower.
INTERMODAL	8207	8837	Airport Access Road	Construct an access road.
INTERMODAL	8207	8838	Airport Master/Layout Plan	Plan airport improvements (ALP).
INTERMODAL	8207	8839	Aviation Systems Planning	Plan a statewide system of airports.
INTERMODAL	8207	8840	Baggage Handling Equipment	Install baggage handling equipment.
INTERMODAL	8207	8842	Helicopter Landing Area	Construct a helicopter landing area.
INTERMODAL	8207	8843	Land Acquisition	Purchase land.
INTERMODAL	8207	8844	New Airport	Construct a new Airport.
INTERMODAL	8207	8845	New or Expanded Apron	Construct an apron.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
INTERMODAL	8207	8846	New or Expanded Cargo Facility	Construct a cargo facility.
INTERMODAL	8207	8847	New Heliport	Construct a heliport.
INTERMODAL	8207	8848	New Runway	Construct a runway.
INTERMODAL	8207	8849	New Seaplane Base	Construct a seaplane base.
INTERMODAL	8207	8850	Site Selection Study	Studying new airport sites.
INTERMODAL	8207	8851	Taxiway Lighting	Install taxiway lighting.
<b>INTERMODAL</b>	<b>8209</b>		<b>Aviation Environmental Projects</b>	<b>Aviation Environmental Projects.</b>
INTERMODAL	8209	8824	Drainage/Retention	Construct drainage system or retention pond.
INTERMODAL	8209	8825	Environmental Assessment/DRI	Study environmental impact.
INTERMODAL	8209	8828	Master Drainage Plan	Design a drainage plan.
INTERMODAL	8209	8843	Land Acquisition	Purchased land to mitigate the environmental impact.
INTERMODAL	8209	8852	Environmental mitigation	Conduct a project to mitigate environmental impact.
INTERMODAL	8209	8853	FAA Reg Part 150 Noise Study	Analyze airport noise.
INTERMODAL	8209	8854	Noise Mitigation	Conduct a project to mitigate airport noise.
<b>INTERMODAL</b>	<b>8211</b>		<b>Aviation Revenue &amp; Operational</b>	<b>Airport Revenue and Operational Improvements.</b>
INTERMODAL	8211	8805	Equipment	Purchase equipment (e.g. ramp sweepers, etc.).
INTERMODAL	8211	8809	New/Extend/Expand Taxiway	Construct a taxiway.
INTERMODAL	8211	8820	Airfield Utilities	Construct utilities for a revenue-producing facility.
INTERMODAL	8211	8825	Environmental Assessment/DRI	Environmental impact of an economic development project
INTERMODAL	8211	8826	General Aviation Terminal	Construct a terminal.
INTERMODAL	8211	8827	Hangars	Construct a hangar for lease.
INTERMODAL	8211	8845	New or Expanded Apron	Construct an apron.
INTERMODAL	8211	8855	Air Service Analysis & Promotion	Analyze and promote new air service.
INTERMODAL	8211	8856	Auto Parking	Construct a parking facility.
INTERMODAL	8211	8857	Economic Development Planning	Design an airport economic development plan.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
INTERMODAL	8211	8858	Buildings	Construct buildings for lease (administration, rental, etc.).
INTERMODAL	8211	8859	Computer Systems	Purchase computer systems.
INTERMODAL	8211	8860	Fuel Facility	Construct an aircraft fueling facility.
INTERMODAL	8211	8861	On-Airport Road	Construct a road.
INTERMODAL	8310		Purchase Rail Right of Way	Purchase abandoned rail right of way.
INTERMODAL	8335		Rail Safety Project	Project that increases safety of rail operations or improves the safety of highway/rail grade crossings. Example projects include grade crossing improvements, conversion from passive to active warning devices and quiet zone improvements.
INTERMODAL	8340		Rail Security Project	Project that improves security of passenger or freight operation. Example projects include rail yard security cameras and fencing.
INTERMODAL	8345		Rail Preservation Project	Project that extends/increases the usable life of a segment of railroad. Example projects include tie replacement, track replacement, bridge/trestle replacement or repair (excludes routine maintenance of rail structures).
INTERMODAL	8350		Rail Capacity Project	Project that increases rail capacity/throughput. Example projects include double-track, siding, track upgrade, positive train control and train signal system improvement projects (excludes highway/rail crossing related improvements).
INTERMODAL	8355		Rail Environment Project	Project to enhance or mitigate environmental impacts of a rail project. Example projects include wetlands mitigation and rail yard ground pollution cleanup.
INTERMODAL	8360		Rail Revenue/Operational Improvement	Project that improves operational efficiency and/or revenue services on a commuter rail or intercity passenger rail system. Example projects include station improvements, informational kiosks and positive train control.
INTERMODAL	8401		Seaport Capacity Project	Project that increases seaport capacity. Example projects include capacity dredging, berth expansion, etc.
INTERMODAL	8402		Seaport Safety Project	Project that increases safety of seaport operations or facilities.
INTERMODAL	8403		Seaport Security Project	Project that improves security of seaport passenger or freight operation. Example projects include security cameras and fencing.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
INTERMODAL	8404		Seaport Preservation Project	Project that extends/increases the usable life of a seaport system or facility
INTERMODAL	8406		Seaport Environmental Project	Project to enhance or mitigate environmental impacts of a seaport project. Example projects include wetlands mitigation and ground pollution cleanup.
INTERMODAL	8407		Seaport Revenue/Operational Project	Project that improves seaport operational efficiency and/or revenue services.
INTERMODAL	8420		Intermodal HUB Capacity	For enhancement of intermodal hub capacity. Hub must connect more than one mode of transport.
INTERMODAL	8705		Modal Systems Planning	SIS, Aviation, Rail, Seaport planning activities
INTERMODAL	9916		Dredge	Existing channel dredging.
INTERMODAL	9980		Preliminary Engineering	Engineering design.
INTERMODAL	9982		PE for Potential Capacity Projects	For engineering studies, documents, plans, specifications for capacity projects.
INTERMODAL	9999		PD&E/EMO Study	Project Development and Environment for potential capacity projects only. No other phases associated with project.
LANDSCAPING	1070		Landscaping	To plant trees and shrubs.
LANDSCAPING	1071		Vegetation Mitigation/Clearing and Trimming	To mitigate vegetation by clearing and trimming.
MAINTENANCE	0062		Service Patrol/FHP	Service Patrol
MAINTENANCE	6060		Routine Maintenance	The minor repair and preventative maintenance activities necessary to maintain a satisfactory and efficient condition.
MAINTENANCE	7084		Outdoor Advertising Mitigation	Provides process for Outdoor Advertising industry to remove vegetation from around their signs.
MAINTENANCE	7087		Periodic Maintenance	Activities that are large in scope and require a major work effort to restore deteriorated elements or components to a satisfactory and serviceable condition.
MAINTENANCE	8101		Vehicle Preventative Maintenance	Vehicle Preventative Maintenance.
MAINTENANCE	9915		Drainage Improvements	Improve existing drainage.
MISCELLANEOUS	0033		Building Repair/Rehabilitation	Repair or rehabilitation of buildings not owned by DOT (Example: Historic rail station).

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MISCELLANEOUS	0037		Ferry Boat/Water Taxi	Water Taxi Service
MISCELLANEOUS	0041		Funding Action	Contingency, target and reserve boxes.
MISCELLANEOUS	0061		Emergency Operations	Preparation and recovery efforts related to a catastrophic event.
MISCELLANEOUS	0115		Wayside Park	Construction of wayside parks.
MISCELLANEOUS	0116		Boat Ramp	Construction of boat ramp.
MISCELLANEOUS	0123		Toll Plaza	Construction of toll plazas, toll plaza operations, or purchase toll equipment.
MISCELLANEOUS	0125		Toll Collection	Activities related to the operation of toll collection facilities.
MISCELLANEOUS	0126		Toll Data Center	Activities related to the operation of the Tolls Data Center
MISCELLANEOUS	0206		Parking Facility	Construction of parking lots or parking garages.
MISCELLANEOUS	0310		Construct Special Structure	Construction of structures other than roads, bridges, or toll plazas. Example: Noise Wall, Ferry Terminal.
MISCELLANEOUS	0553		Road/Slope Protection	Stabilize slope and erosion control.
MISCELLANEOUS	0554		Median Modification	Median openings between inside edges of pavement.
MISCELLANEOUS	6075		D.O.C. Contract	Contract with the Department of Corrections for inmate labor.
MISCELLANEOUS	8841		Feasibility Study	Study the feasibility of a project.
MISCELLANEOUS	9006		DBE Supportive Services	To assist prime contractors on priority projects and identify qualified DBE.
MISCELLANEOUS	9924		Miscellaneous Construction	Construction activities that are not identified in other construction-related work mixes.
MISCELLANEOUS	9925		Fixed Capital Outlay	For work performed on DOT facilities, other than Toll Facilities and Weigh Stations.
MISCELLANEOUS	9928		Research	Research and studies.
MISCELLANEOUS	9950		Training	Educational Programs and or development of educational materials.
MISCELLANEOUS	9951		Public Information/Education	Activities related to public information or education.
PLANNING	0040		Transportation Planning	Highway planning activities.

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PLANNING	0640		Urban Corridor Planning	Planning activities for corridors connecting two or more major cities.
PLANNING	8530		Transportation Statistics	This type of work involves data collection, analysis, editing, processing, and reporting of data to support planning.
PLANNING	8615		Corridor/Subarea Planning	Study entire areas or portion of areas within the state of Florida.
PLANNING	8705		Modal Systems Planning	SIS, aviation, rail, seaport planning activities.
PLANNING	8800		Geographic Info. Systems	All data contained in shape files and analysis tools using GIS.
PLANNING	8841		Feasibility Study	Study the feasibility of a project.
PLANNING	9990		ETDM Mobility Screening	Efficient Transportation Decision Making (ETDM) Screening.
PLANNING	9998		Planning Models/Data Update	Statewide model updates.
RAIL	8051		Public Transportation Shelter	Construction of shelter for transit, rail or intermodal facility
RAIL	8053		Public Transportation Station	Construction of transfer station for transit, rail, or intermodal facility.
RAIL	8099		Public Trans In-House Support	Direct or In-direct in-house charges.
RAIL	8115		Technical Assistance	Technical assistance for transit training, legal support and rail passenger/freight support.
RAIL	8165		PTO Studies	Public Transportation Study.
RAIL	8310		Purchase Rail Right of Way	Purchase abandoned rail right of way.
RAIL	8335		Rail Safety Project	Project that increases safety of rail operations or improves the safety of highway/rail grade crossings. Example projects include grade crossing improvements, conversion from passive to active warning devices and quiet zone improvements.
RAIL	8340		Rail Security Project	Project that improves security of passenger or freight operation. Example projects include rail yard security cameras and fencing.
RAIL	8345		Rail Preservation Project	Project that extends/increases the usable life of a segment of railroad. Example projects include tie replacement, track replacement, bridge/trestle replacement or repair (excludes routine maintenance of rail structures).
RAIL	8350		Rail Capacity Project	Project that increases rail capacity/throughput. Example projects include double-track, siding,

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
				track upgrade, positive train control and train signal system improvement projects (excludes highway/rail crossing related improvements).
RAIL	8355		Rail Environment Project	Project to enhance or mitigate environmental impacts of a rail project. Example projects include wetlands mitigation and rail yard ground pollution cleanup.
RAIL	8360		Rail Revenue/Operational Improvement	Project that improves operational efficiency and/or revenue services on a commuter rail or intercity passenger rail system. Example projects include station improvements, informational kiosks and positive train control.
RAIL	8420		Intermodal Hub Capacity	For enhancement of intermodal hub capacity. Hub must connect more than one mode of transport.
RECONSTRUCTION	0005		Flexible Pavement Reconstruct.	Projects where the base layers of pavement are being reworked or replaced and no new through lanes are being added.
RECONSTRUCTION	0102		Road Reconstruction - 2 Lane	Reconstruction of 2 lane roadways
RECONSTRUCTION	0213		Add Lanes & Reconstruct	For new lanes of an existing roadway and the reconstruction of existing lanes during the addition of the new lanes. Must add lanes. Not for reconstruction only.
RECONSTRUCTION	0217		Rigid Pavement Reconstruction	Use where an entire rigid pavement section is being replaced, not just distressed slabs.
REHABILITATION	0218		Add Lanes & Rehabilitate Pavement	For new lanes of an existing roadway and the rehabilitation of pavement of existing lanes during the addition of the new lanes. Must add lanes. Not for rehabilitation only.
REHABILITATION	0227		Rigid Pavement Rehabilitation	Use where existing rigid pavement slabs are being rehabilitated through slab replacements, spall repairs and grinding to prevent an entire section of pavement from deteriorating further.
REHABILITATION	0429		Bridge Rehabilitation	Rehabilitation only. Not used for new construction.
REST AREAS	0109		Rest Area	Rest Area.
REST AREAS	0110		Rest Area (Dual)	Rest Area and Welcome Center at one location.
REST AREAS	0122		Welcome Station	Welcome Station.
REST AREAS	6040		Rest Area Maintenance Contract	Rest Area Maintenance Contract.



Category	Major Code	Minor Code	Project Type	Definition of Work Mix
REST AREAS	6041		Rest Area Maintenance Security Contract	Rest Area Maintenance Security Contract.
RESURFACING	0005		Flexible Pavement Reconstruct.	Projects where the base layers of pavement are being reworked or replaced and no new through lanes are being added.
RESURFACING	0012		Resurfacing	Use where the existing layers of pavement are being structurally improved without affecting the existing base.
RESURFACING	0015		Resurfacing - Ride Only	Repair roadway ride problems.
RESURFACING	0217		Rigid Pavement Reconstruction	Use where an entire rigid pavement section is being replaced, not just distressed slabs.
RESURFACING	0221		Widen & Resurface Existing Lanes	Use where the existing roadway is also being brought up to standards by adding less than a lane of pavement to widen. No new lanes are being added. Includes widening and paving of shoulders.
RESURFACING	0226		Pavement Only Resurfacing (Flex)	Use where the pavement does not need additional structural capacity. The project must also be 100% state funded and not on the high crash list. Will be exempt from the 3R requirements of Volume1, Chapter 25 of the FDOT Design Manual. Use of this work mix requires approval from the Central Pavement Management Section of the Roadway Design Office and pavement only projects must be programmed with this work mix.
RESURFACING	0227		Rigid Pavement Rehabilitation	Use where existing rigid pavement slabs are being rehabilitated through slab replacements, spall repairs and grinding to prevent an entire section of pavement from deteriorating further.
RIGHT OF WAY	0050		Right of Way Activities	Use when the project does not exist directly for the purpose of producing real property for transportation projects.
RIGHT OF WAY	2000		Right of Way - Future Capacity	Use for projects that exist for the purpose of producing real property for transportation projects.
RIGHT OF WAY	2001		Right of Way Acquisition	For Right of Way for potential capacity projects only. No other phases associated with project.
SAFETY	0010		Traffic Ops Improvement	Improvements to the traffic flow and or increase the traffic capacity of the facility.
SAFETY	0106		Bike Path/Trail	Bike Lane/Trail.
SAFETY	0107		Bike Lane/Sidewalk	Bike Lane Sidewalk.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
SAFETY	0205		Sidewalk	Sidewalk.
SAFETY	0216		Skid Hazard Overlay	Pavement where a slick surface is the only major problem and a friction course with minor leveling can eliminate a skid hazard.
SAFETY	0221		Widen & Resurface Existing Lanes	Use where the existing roadway is also being brought up to standards by adding less than a lane of pavement to widen. No new lanes are being added. Includes widening and paving of shoulders.
SAFETY	0231		Interchange Improvements	For the modification to a grade-separated interchange that does not add lanes and would be considered non-capacity improvements.
SAFETY	0233		Intersection Improvement	Rehabilitation or modification of existing intersection.
SAFETY	0235		Roundabout	Intersection reconfiguration.
SAFETY	0328		Pedestrian or Wildlife Overpass	Pedestrian bridge constructed over roadway, railway, or waterway.
SAFETY	0541		Guardrail	Guardrail.
SAFETY	0543		Pave Shoulders	Prevents the pavement edge from eroding and provides a small amount of pavement for the drivers that stray out of the travel lane to correct for the error safely.
SAFETY	0714		Traffic Signal Update	Replacing some or all of the components of a traffic signal at an intersection to bring them up to the operational needs for the current intersection traffic needs.
SAFETY	0716		Traffic Signals	Installation of new traffic signal(s).
SAFETY	0717		Traffic Control Devices/System	Refers to an interconnected set of electronic traffic signals that provides for progression through multiple intersections.
SAFETY	0760		Dynamic Message Sign	Devices that provide information to the public at the facility level, such as incidents that have occurred that may impact travel times and/or travel speeds.
SAFETY	0761		ATMS - Arterial Traffic Management	Traffic signal systems, characterized by the interconnection of signals and the use of computers that provide for the safe and efficient movement of traffic along urban arterials.
SAFETY	0768		Railroad Crossing	Railroad Crossing at grade improvements.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
SAFETY	0774		Signing/Pavement Markings	The placement of roadside signs such as regulatory, informational, street name, caution, advisory speed, etc. and associated pavement markings.
SAFETY	0775		Overhead Signing	Involves the placement of signs over traffic lanes for the purpose of providing drivers with information needed to make decisions as to the proper lane choice or when/where to turn.
SAFETY	0777		Lighting	To add or modify the street lighting to improve the visibility generally in an urban setting.
SAFETY	9917		Safety Project	Activities to promote safety in and near work areas. This type of work is generally associated with large construction projects not categorical safety improvements.
SAFETY	9956		Pedestrian Safety Improvement	Improvements to a pedestrian facility.
SEAPORTS	8099		Public Trans In-House Support	Direct or In-direct in-house charges.
SEAPORTS	8165		PTO Studies	Public Transportation Study.
SEAPORTS	8401		Seaport Capacity Project	Project that increases seaport capacity. Example projects include capacity dredging, berth expansion, etc.
SEAPORTS	8402		Seaport Safety Project	Project that increases safety of seaport operations or facilities.
SEAPORTS	8403		Seaport Security Project	Project that improves security of seaport passenger or freight operation. Example projects include security cameras and fencing.
SEAPORTS	8404		Seaport Preservation Project	Project that extends/increases the usable life of a seaport system or facility
SEAPORTS	8406		Seaport Environmental Project	Project to enhance or mitigate environmental impacts of a seaport project. Example projects include wetlands mitigation and ground pollution cleanup.
SEAPORTS	8407		Seaport Revenue/Operational Project	Project that improves seaport operational efficiency and/or revenue services.
SEAPORTS	8408		Seaport Intermodal Logistic Center	For projects defined in 311.101 F.S.
TRAFFIC ENGINEERING	0235		Roundabout	Intersection reconfiguration.
TRAFFIC ENGINEERING	0548		Add Auxiliary Lane(s)	For new auxiliary lane on existing facility only.
TRAFFIC ENGINEERING	0554		Median Modification	Median openings between the inside edges of pavement.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
TRAFFIC ENGINEERING	0714		Traffic Signal Update	Replacing some or all of the components of a traffic signal at an intersection to bring them up to the operational needs for the current intersection traffic needs.
TRAFFIC ENGINEERING	0715		Traffic Engineering Study	Traffic engineering study.
TRAFFIC ENGINEERING	0717		Traffic Control Devices/System	Refers to an interconnected set of electronic traffic signals that provides for progression through multiple intersections.
TRANSIT	8000		Transit Facility Security	Security for Transit Facility.
TRANSIT	8051		Public Transportation Shelter	Construction of shelter for transit, rail or intermodal facility.
TRANSIT	8053		Public Transportation Station	Construction of transfer station for transit, rail, or intermodal facility.
TRANSIT	8064		Transit Improvement	State match for grants and miscellaneous transit improvement projects.
TRANSIT	8099		Public Trans In-House Support	Direct or In-direct in-house charges.
TRANSIT	8100		Purchase Vehicles/Equipment	Bus, vans and related transit equipment and facilities purchases.
TRANSIT	8105		Transit Service Demonstration	Public Transit Service Development Program projects.
TRANSIT	8110		Operating/Admin Assistance	Operating assistance for non-fixed route (demand response) transit services.
TRANSIT	8115		Technical Assistance	Technical assistance for transit training, legal support and rail passenger/freight support.
TRANSIT	8125		Commuter Trans. Assistance	Commuter Assistance projects (TMA's, Regional Rideshare, etc.).
TRANSIT	8140		Park and Ride Lots	Commuter Parking.
TRANSIT	8145		Fixed Guideway Improvements	Fixed guideway rail and bus rapid transit projects.
TRANSIT	8150		Urban Corridor Improvements	Urban transit corridor program projects.
TRANSIT	8155		Construct Transit Facility	Construction of Transit Facility other than shelter/station
TRANSIT	8165		PTO Studies	Public Transportation Study.
TRANSIT	8170		Capital for Fixed Route	Bus purchases, facilities and equipment for fixed route transit services.

Category	Major Code	Minor Code	Project Type	Definition of Work Mix
TRANSIT	8171		Operating for Fixed Route	Eligible Operations cost for fixed route transit services.
TRANSPORTATION DISADVANTAGED	8172		TD Commission - Capital	Capital costs for Providers including acquisition of vehicles.
TRANSPORTATION DISADVANTAGED	8173		TD Commission - Operating	Operating costs (including in-house support) for TD Commission and Providers.
UTILITY	0780		Utility Contracts	Contractual agreement with utility companies for the purpose of relocating facilities.
UTILITY	8287		Relocate Utility Systems	The relocation of utilities on the Department's R/W. Note: The only instances we would construct utilities is for a Rest Area or Weigh Station. Therefore, may want to remove the Const/.
WEIGH STATIONS	0111		MCCO Weigh Station Static Only	MCCO Weigh Station Static Only.
WEIGH STATIONS	0112		MCCO Weigh Station Static/WIM	MCCO Weigh Station Static/Weigh In Motion.

A list of work mixes is also available at the following link:

<https://fdotewp1.dot.state.fl.us/fmsupportapps/WorkProgram/Support/AppendixD.aspx?CT=WM>.