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## WPA CODE LISTINGS

### WORK PROGRAM ITEM NUMBER

This field is the identifying sequential number assigned to each Work Program item. This number is assigned by the system. This is a six digit field.

### ITEM SEGMENT

The Item Segment 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 PE and/or R/W phase of a “project,” or it is desirable to use the same item number to track projects along a corridor. For example, FDOT may want or need to let different segments at different times. **Item segments may not cross county lines, except for District wide items.** Item segment numbers cannot be reused for a new project. The item segment 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.

For the conversion of WPA into the FM System the following segments are assigned for Routine Maintenance:

- Segment 1 Old Phase 71, Bridge Maintenance
- Segment 2 Old Phase 70, Routine Highway Maintenance
- Segment 3 Old Phase 20, Bridge Inspection (In-house)

### PHASE

The Work Program Phase consists of the Phase Group and Phase Type. Phase Group identifies the various major areas of work performed by FDOT, such as Planning, Right of Way, Construction, etc. Phase Type identifies who is being paid to perform the work on an FDOT defined activity. Examples include In-house, Consultant/Contractor, etc.

<u>PHASE GROUP</u>	<u>PHASE TYPE</u>
1 - Planning	1 - In-House
2 - P.D. & E.	2 - Consultant/Contractor
3 - Preliminary Engineering	3 - Purchase
4 - Right of Way	4 - Grant*
5 - Construction	5 - Relocate
6 - Construction Support	6 - Utility
7 - Maintenance	7 - Railroad
8 - Operations	8 - Other Agency**
9 - Capital	9 - Indirect Support
A - Administration	A - Contract Incentive
B - Research	B - Service Contract
C - Environmental	C - Districtwide/GC***

\* Use phase type '4' when there is a grant number attached and it can be tracked in the FLAIR System. Typically FDOT is not involved in monitoring these projects.

\*\* Use phase type '8' when FDOT contracts with another governmental agency for services provided. FDOT will be responsible for the administration and oversight of the project (i.e., LAP projects).

\*\*\* Not to be used for direct programming. Will be used as part of the automated redistribution of costs for Districtwide/GC contracts.

**FINANCIAL PROJECT**

This number is comprised of the Work Program item number, item segment, phase and financial project sequence number.

**FINANCIAL PROJECT SEQUENCE**

Use a different financial project sequence if you would like to collect costs to isolate the project amount in the accounting system (FLAIR). For example, JPA's with different utility companies should each carry a different sequence number. This is a two digit code.

**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."

**PROGRAM NUMBER**

The program number is a two digit field to provide further identification of financial projects than that provided by System for purpose of crosswalk into the correct category of the Program and Resource Plan and category of budget required. For example, program 07 identifies the Arterial Traffic Operations improvement sub-program within the construction programs of FDOT. See Work Program Instructions and the Program Plan/Work Program /Budget Crosswalk for specific combinations of program numbers allowed on each combination of system and phase. Each combination of phase, transportation system, and program number crosswalk to specific program line in the Program and Resource Plan and to a specific appropriation category, and when combined with budgeting district to a specific budget entity.

**OVERRUN FLAG**

The overrun allowance is an 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. However, note that the system will not allow all estimates to be set to "N."

**TRANSPORTATION SYSTEM**

This code identifies the major system designations used by FDOT to meet FHWA or program plan requirements.

- |  |  |
|--|--|
| 01 - Intrastate Interstate                 | 09 - Aviation                                      |
| 02 - Intrastate Turnpike                   | 10 - Rail  |
| 03 - Intrastate State Highway              | 11 - Seaport                                       |
| 04 - Intrastate Toll                       | 12 - Facilities                                    |
| 05 - Non-Intrastate State Highway          | 13 - Non-System Specific                           |
| 06 - Non-Intrastate Off State Highway      | 14 - Transportation Disadvantaged Commission       |
| 07 - Non-Intrastate Toll - (State Highway) | 15 - Multimodal                                    |
| 08 - Transit                               | 16 - Off State Hwy. System/Off Federal Hwy. System |

Some programs of FDOT 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. See specific program requirements in Work Program Instructions for use of Transportation System.

**OLD ITEM NUMBER**

The Old Item Number was assigned in the previous system and will not exist for Item Segments created after conversion to the FM System.

**CONTRACT CLASS**

The contract class describes which category the contract is a part of.

<u>CLASS</u>	<u>DESCRIPTION</u>
1	To Be Let (Contracts Let in Tallahassee)
2	Force Account/External
3	Studies
4	Miscellaneous (Planning Studies/Grants, General Consultants, PD&E Studies, CM@ Risk, PTO Grants, Districtwide R/W Support) - Projects that will not have a letting.
5	Local Agency Program (LAP) Contracts
6	Advanced Acquisition of Right of Way Only (Corridor Specific Acquisitions - No Phase 52 Identified in the FM system that will utilize this R/W project. See Part III, Chapter 29, Section 1.B.16d) of these Instructions for further guidance.)
7	District Contracts (Contracts Let in Districts)
8	Box (Supplementals, Overruns, Litigation, AC Conversions)
9	Design Build (All phases Let As one contract for PE, Construction, CEI for FCO and Bridge Programs)

**ITEM STATUS**

This code specifies the stage of the project.

<u>ITEM STATUS</u>	<u>DESCRIPTION</u>
000	Candidate Line Item
003	Dropped/Transferred
005	Adopted/Not Begun
010	Pre-Construction Begun
014	Right of Way Acquisition Begun
016	Plans in District (9 mos.)
017	Plans in District (4 mos.)
018	Plans in District in Adopted 5-Year WP for APP
019	Plans in District Design-Build for APP
020	Plans/Right of Way in Central Office
021	Plan Package in District Contracts
024	Right of Way Clear/In Court
025	Plans in Central Office/Inactive
026	Plans in Readiness
028	Plans in District not in current 5-Year WP for APP
030	Advertised
040	Bids Received
045	Under Protest
050	Bids Rejected
060	Contract Awarded
070	Contract Executed
080	State Forces Construction
090	Under Construction
091	Work in Progress
095	Work Complete
096	Construction Complete
098	Complete Except Right of Way
099	Line Item Reopened
100	Line Item Completed

**Examples for WP Code Listings:**

**Fields identified on the WP01 screen:**

- 1) Item
- 2) Transportation System
- 3) Project Status
- 4) Item Segment
- 5) Contract Class (Type)
- 6) Old Item Number

```

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          06-28-2011
          Item/Segment Definition                      14:21:19
          More: +
Item: 209451 Segment: 4 Item Managing District: 02 Box Item: N (y/N)
Geo District: 02 County: 72 DUVAL Project Mgr: KT/RM/CT
Trans System: 05 NON-INTRASTATE STATE HIGHWAY Contract Type: 1
Work Mix . : 0714 TRAFFIC SIGNAL UPDATE Measure Type : E
Status . . : 096 CONST.COMPLETE As of: 08-11-2010
Box Code . : XX EMRG: _____ Related Items: Y Old Item Number: _____
Description : (Version: Displayed - AD ADOPTED Requested - G1 )
          SR 111(EDGEWOOD AVE) FROM BEAVER STREET TO INA STREET
Work Length: 2.538 Project Length: 2.538 MI
          Item Segment Comments Type (1=xdesc, 2=misc)
MULTIPLE SIGNALS / NEED PRESS RELEASE BEFORE CST 2
ADD ROW PHASES BACK, NEED NEW SCHEDULE. ( COJ COORDINATION ) 2
_____ 2
_____ 2
_____ 2
_____ 2
AAA250-I: Successfully displayed.
F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff
    
```

**Fields identified on the WP20 screen:**

- 1) Phase (Group and Type)
- 2) Program Number
- 3) Overrun Flag
- 4) Financial Project Sequence
- 5) Pay Sequence
- 6) Managing District

```

WP20  D_ Display          Update
Phase_Sum Auth_Req Fin_proj_Loc proj_cost_Hist Item_Seg_def Phases

          FDOT - Work Program Administration          06-28-2011
          Phase Estimate Detail - ADOPTED              07:54:52
          MORE: +
Requested Version: AD
Item/Segment: 209451 4 Status: 096 CONST.COMPLETE Old Item Nbr: _____
Desc. SR 111(EDGEWOOD AVE) FROM BEAVER STREET TO INA STREET
Trans Sys: 05 NON-INTRASTATE STATE HIGHWAY Man Dist : 02 Box Item: N
Phase: 02 CONST CONTRACT Phase Mgr : _____
Begin Search at FP Seq: 01 Phase Total: 1,282,074
FP Phase 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 2009 DS 07 37,718 - 37,718 E 1 02 1 Y 4 AUTH
2009 EB 07 1,206,350 - 1,206,350 E 1 02 L220 1 Y 4 AUTH
2010 EB 07 35 - 35 E 1 02 L220 1 Y 5 CLOSED
2011 EB 07 31 - 31 E 1 02 L220 1 Y 5 CLOSED
02 2010 EB 07 37,940 - 37,940 E 1 02 L220 1 Y 4 AUTH
Comment: Program # Overrun Flag
AAA250-I: Successfully displayed.
F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff
    
```

**ITEM SEGMENT STATUS UPDATES**

The following Status Updates are driven by WP20, FAMS or PSM:

- Adopted, Not Begun (005) - Set when the first Phase on an Item Segment is Adopted (WP20 and Gaming Adopt batch process).
- Pre-Construction Underway (010) - WP20 (State funds) or FAMS (Federal funds) when first PD&E or 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 TRNS\*PORT.

TRNS\*PORT Status (TRNS\*PORT Module)

Bids Received/Lettings (LAS)  
Award Date (LAS)  
Execution Date (SIM)  
Work Begin Date (SIM)

Final Acceptance (SIM)

Item Segment Status

Bids Received (040)  
Awarded (060)  
Contract Executed (070)  
Under Construction (090) - Construction  
Or Work Underway (091) - Maintenance  
Construction Complete (096)  
(Construction Contracts Only)

NOTE: Item Segments with Construction Contracts that are not in TRNS\*PORT must be updated manually by District Work Program staff. All other Status updates are done manually by District or Central Office Work Program Staff.

**PROJECT COST STATUS CODES**

- \* Undefined
- 0 Replaced
- 1 Candidate
- 2 Unauthorized
- 3 Dropped
- 4 Authorized
- 5 Closed
- 6 Finalized
- 7 Converted

**DISTRICT CODES**

The following 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 of the State of Florida where the project resides.

**Work Program Instructions**  
**Tentative Work Program – FY 12/13 – 16/17**

**September 9, 2011**

**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.

District/Central Office Division	Code	Manage	Budget	Geographic
Central Office	00	No	No	Yes
District 1 - Bartow	01	Yes	Yes	Yes
District 2 - Lake City	02	Yes	Yes	Yes
District 3 - Chipley	03	Yes	Yes	Yes
District 4 - Ft. Lauderdale	04	Yes	Yes	Yes
District 5 - Deland	05	Yes	Yes	Yes
District 6 - Miami	06	Yes	Yes	Yes
District 7 - Tampa	07	Yes	Yes	Yes
Turnpike	08	Yes	Yes	No
Fin. Bgt Reserve	09	No	No	No
Secretary and Staff	10	Yes	Yes	No
Personnel	11	Yes	Yes	No
Trans. Disadvantaged	12	Yes	Yes	No
Financial Development	13	Yes	Yes	No
Administration	14	Yes	Yes	No
Comptroller	15	Yes	Yes	No
Data Center	16	Yes	Yes	No
Work Program	17	Yes	Yes	Yes
Planning	20	Yes	Yes	No
Environmental Management	21	Yes	Yes	No
Public Transportation Operations	30	Yes	Yes	No
Florida Rail Enterprise	31	Yes	Yes	No
State Highway Engineer	40	Yes	Yes	No
Research Office	41	Yes	Yes	No
MPOAC Advisory Council	42	Yes	Yes	No
Intermodal Systems Development	44	Yes	Yes	No
Construction	50	Yes	Yes	No
Toll Operations	60	Yes	Yes	No
Maintenance	62	Yes	Yes	No
Traffic Engineering Office	63	Yes	Yes	No
Motor Carrier	65	Yes	Yes	No
Safety Office	67	Yes	Yes	No
CME & Warehouse Operations	70	Yes	Yes	No
Unfinanced Budget Reserve	88	No	Yes	No
Financed Budget Reserve	89	No	Yes	No
Statewide	99	No	No	Yes

**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, & 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 FDOT'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 Advance 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 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, SIB to Turnpike.

**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 (TMA's), those with populations greater than 200,000.

The following are allocation codes that will be used beginning in FY02/03:

X01	Cape Coral
X02	Sarasota - Bradenton
X03	Jacksonville
X04	Pensacola
X05	Ft. Lauderdale - Hollywood - Pompano
X06	W. Palm Beach - Boca Raton - Delray Beach
X07	Daytona Beach – Port Orange
X08	Melbourne - Palm Bay
X09	Orlando
X10	Miami
X11	Tampa - St. Petersburg
X12	Bonita Springs – Naples
X13	Tallahassee
X14	Port St. Lucie

**COUNTY CODES**

Code	County	Code	County	Code	County	Code	County
26	Alachua	73	Flagler	11	Lake	15	Pinellas
27	Baker	49	Franklin	12	Lee	16	Polk
46	Bay	50	Gadsden	55	Leon	76	Putnam
28	Bradford	31	Gilchrist	34	Levy	58	Santa Rosa
70	Brevard	05	Glades	56	Liberty	17	Sarasota
86	Broward	51	Gulf	35	Madison	77	Seminole
47	Calhoun	32	Hamilton	13	Manatee	18	Sumter
01	Charlotte	06	Hardee	36	Marion	37	Suwannee
02	Citrus	07	Hendry	89	Martin	78	St. Johns
71	Clay	08	Hernando	90	Monroe	94	St. Lucie
03	Collier	09	Highlands	74	Nassau	38	Taylor
29	Columbia	10	Hillsborough	57	Okaloosa	39	Union
87	Miami-Dade	52	Holmes	91	Okeechobee	79	Volusia
30	Dixie	88	Indian River	75	Orange	59	Wakulla
04	DeSoto	53	Jackson	92	Osceola	60	Walton
72	Duval	54	Jefferson	93	Palm Beach	61	Washington
48	Escambia	33	Lafayette	14	Pasco	97	Turnpike
						99	Statewide

**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

Live code information is available to FDOT employees through the infonet at <http://webapp02.dot.state.fl.us/fmsupportapps/itemsegmentsearch/quickref.aspx>