
TABLE OF CONTENTS

CHAPTER 1: DEVELOPING, ADOPTING AND MANAGING THE WORK PROGRAM	1
1. POLICY GUIDANCE	1
2. FLORIDA TRANSPORTATION PLAN	1
3. INVESTMENT POLICY (ALLOCATION OF FLEXIBLE CAPACITY FUNDS)	2
4. PROGRAM AND RESOURCE PLAN	2
5. DEVELOPING ADOPTING, AND MAINTAINING THE WORK PROGRAM	3
6. UPDATING THE WORK PROGRAM IN THE WORK PROGRAM ADMINISTRATION SYSTEM (WPA)	4
7. USE OF STATE FUNDS	5
CHAPTER 2: DEVELOPMENT OF DISTRICT AND TURNPIKE ENTERPRISE WORK PROGRAMS ...	1
1. REQUIREMENTS MANDATED BY FLORIDA STATUTES.....	1
2. REQUIREMENTS MANDATED BY THE TITLE 23 UNITED STATES CODE (TITLE 23 U.S.C.)....	3
CHAPTER 3: RESPONSIBILITIES FOR WORK PROGRAM DEVELOPMENT.....	1
1. DISTRICT SECRETARIES AND EXECUTIVE DIRECTOR OF FLORIDA’S TURNPIKE ENTERPRISE	1
2. CENTRAL OFFICE	1
3. STATEWIDE PROGRAM MANAGERS	3
4. DISTRICT/TURNPIKE ENTERPRISE WORK PROGRAM MANAGERS.....	5
5. DETAIL LISTING OF WORK PROGRAM RESPONSIBILITIES	5
CHAPTER 4: RESPONSIBILITIES FOR REVIEW OF THE TENTATIVE WORK PROGRAM.....	1
1. ANNUAL CENTRAL OFFICE REVIEW	2
2. FLORIDA TRANSPORTATION COMMISSION.....	3
CHAPTER 5: SUBMISSION AND ADOPTION OF TENTATIVE WORK PROGRAM	1
1. LEGISLATIVE BUDGET REQUEST (LBR)	1
2. ADOPTION OF TENTATIVE WORK PROGRAM.....	2

CHAPTER 1: DEVELOPING, ADOPTING AND MANAGING THE WORK PROGRAM

1. POLICY GUIDANCE

Development of the Work Program is guided in the broadest sense by the 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."

The Florida Transportation Plan and the Program and Resource Plan also guide development of the Work Program.

2. FLORIDA TRANSPORTATION PLAN

The Florida Transportation Plan (FTP) is a statewide transportation plan that documents the Department's long and short range goals and objectives, which must be established and defined within the context of the State Comprehensive Plan. Other state, as well as federal mandates and authorizations, and prevailing principles of preserving the existing transportation infrastructure; enhancing Florida's economic competitiveness and improving travel choices to ensure mobility are also considered in development of the FTP.

The FTP has two components:

- A. A long-range component identifies the goals and objectives for the next 50 years that are necessary to address the needs of the entire state transportation system, to effectively and efficiently use all modes of transportation to meet such needs, and to provide for the interconnection of all modes in a comprehensive intermodal transportation system.

Goal 1 - Invest in transportation systems to support a prosperous, globally competitive economy;

Goal 2 - Make transportation decisions to support and enhance livable communities;

Goal 3 - Make transportation decisions to promote responsible environmental stewardship;

Goal 4 - Provide a safe and secure transportation system for all users

Goal 5 - Maintain and operate Florida's transportation system proactively; and.

Goal 6 - Improve mobility and connectivity for people and freight.

- B. A short-range component identifies the objectives and strategies for the next 1 to 10 years that are necessary to implement the goals and objectives identified in the long-range component. The short-range component defines the relationship between the long-range goals and the short-range objectives, specifies those objectives against which the Department's achievement of such goals will be measured, and identifies transportation strategies necessary to efficiently achieve the goals and objectives.

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 and 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 up to 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 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, long range objectives, and short range objectives from the FTP, as well as selected operating policies and performance measures, that guide the development of each program in the Department.

The Program and Resource Plan also contains program funding levels and the financial and production targets that serve as the basis for Work Program development. These funding levels and program targets (Schedule A and Schedule B in the Program and Resource Plan) are included as Appendix A and B to 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 in Appendix E of these instructions.

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.

5. 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 through innovative use of resources, increased productivity, reduced cost, strengthened organizational effectiveness, and efficiency.

Adopted Work Program - refers to the five-year plan approved by the Secretary of Transportation on July 1 of each year. Any changes (additions, deletions, deferrals, etc.) to projects in the first year of the Adopted Work Program (current year) must be approved by the Executive Office of the Governor (EOG) via an EOG Work Program Amendment request.

Preliminary Tentative Work Program - refers to the five-year plan encompassing the five years past the current Work Program year. Two (2) weeks prior to the Legislative session, the Tentative Work Program is submitted to the Legislature, the Governor, the Florida Transportation Commission (FTC) and the Department of Economic Opportunity (DEO) for review.

Tentative Work Program – refers to the Tentative Work Program submitted two (2) weeks after the beginning of the legislative sessions, to the Legislature, the Governor, the Florida Transportation Commission (FTC) and the DEO.

On July 1, the Tentative Work Program officially becomes the Adopted Work Program. The first year of this Adopted Work Program will then become the current Work Program year. The new Tentative Work Program is representative of the last four years of the current Adopted Work Program plus any new formal project programming in the new fifth year.

For the Department to maintain a viable Work Program, it is necessary to make modifications that reflect the most up-to-date factual information. When modifications are necessary, fiscal responsibility and data integrity of the Work Program must be maintained. Allowing modification while maintaining funding and budgeting capacity requires periodic review of the Work Program and related documents such as the Program and Resource Plan, the 36-Month Cash Forecast, the 5-Year Finance Plan and the Department's budget.

6. UPDATING THE WORK PROGRAM IN THE WORK PROGRAM ADMINISTRATION SYSTEM (WPA)

The development of the Tentative Work Program involves three distinct stages; Gaming, Tentative and Adopted. Each is accomplished by the Districts/Turnpike Enterprise and Central Office by accessing the official Work Program Administration (WPA) System.

Gaming – aka “Gaming Cycle” refers to the period of time between mid-July and mid-January (with the exception of Apportionment years which compress the gaming cycle to four months) in which the Districts/Turnpike Enterprise and Central Office can update or add to the projects currently programmed in the WPA within the Tentative Work Program years. Gaming allows WPA users to program project scenarios and run reports to analyze their impacts and determine their final plan. All programming adjusted in WPA during the gaming cycle must comply with the funding levels established in the Program and Resource Plan. At the end of the Gaming Cycle, WPA access is restricted and a snapshot is taken of the established programming. This snapshot then becomes representative of the new Tentative Work Program.

When making modifications during the Gaming Cycle, first priority should be given to the projects programmed in the last four years of the current Adopted Work Program in WPA.

Project phases programmed in WPA must be supported by realistic schedules in the Project Scheduling and Management system (PSM) to ensure that phases can be initiated as programmed.

Comments on the dollar amount, fund and reason for programming changes are required for every programming change. These comments are critical and are used to respond to questions from the Legislature, Governor’s Office, Transportation Commission and Executive Management.

WPA System Versions/Files:

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

Adopted (AD): The Adopted version/file refers to the version of the Work Program that 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 Gaming 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 vast majority of programming changes made in the amended version for the current Work Program year must be submitted to the EOG for final approval. (See the Chapter on Amendments in these Instructions for requirement criteria). Once approved by the EOG, programmed changes in the amended version/file will be either automatically or manually adopted and included in the Adopted version/file of WPA and will no longer be reflected in the Amended version/file. Existing boxes must be updated in the adopted file.

Gaming (G1): The Gaming 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 Gaming version is not used to change current year programming. Programming changes in the Gaming file do not require EOG approval. The Gaming file displays the most current programming in the Adopted, Amended, and G1 Work Program versions.

Additional Gaming 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 Gaming 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 Gamed into the Tentative Work Program. Items created in the Candidate file do not impact the Work Program until they are either amended or gamed.

Reports can be run to include candidate items which allow the analysis of the impact of adding the individual candidate projects to the Work Program without actually impacting the existing programming and funding levels.

7. 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.
- To pay the cost of maintaining the State Highway System.
- 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 State Highway System upon legislative approval.
- To pay the cost of economic development transportation projects in accordance with Section [288.063](#), F.S.
- To lend or pay a portion of the operating, maintenance, and capital costs of a revenue-producing transportation projects that is located on the State Highway System or that is demonstrated to relieve traffic congestion on the State Highway System.
- To match any federal-aid funds allocated for any other transportation purpose, including funds allocated to projects not located in the State Highway System.

- To pay the cost of county road projects selected in accordance with the Small County Road Assistance Program (SCRAP) 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 (CIGP) created in Section [339.2817](#), F.S. and the Small County Outreach Program (SCOP) 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 funded infrastructure bank (SIB).
- To pay the cost of projects on the Florida Strategic Intermodal System (SIS) 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.

CHAPTER 2: DEVELOPMENT OF DISTRICT AND TURNPIKE ENTERPRISE WORK PROGRAMS

1. REQUIREMENTS MANDATED BY FLORIDA STATUTES

The Tentative Work Program is a compilation of all District/Turnpike Enterprise Work Programs. Each District/Turnpike Enterprise Work Program has the following requirements that, unless otherwise indicated, are required by Section [339.135, F.S.](#):

- A. Before submitting the District/Turnpike Enterprise Work Programs to the Central Office, each District/Turnpike Enterprise Office shall hold a public hearing in at least one urbanized area in the district. Each District/Turnpike Enterprise must also make a presentation at a meeting of each Metropolitan Planning Organization (MPO) in the District to determine the necessity of making any changes to projects included in the District/Turnpike Enterprise Work Program and to hear requests for new projects to be added to, or existing projects to be deleted from, the District/Turnpike Enterprise Work Program.

The Board of County Commissioners will function as MPOs in those counties which are not located in a MPO for purposes of developing the Tentative Work Program and shall be involved in the development of the District/Turnpike Enterprise Work Program to the same extent as a metropolitan planning organization as provided for in Section [339.135 \(4\)\(c\)1, Florida Statutes](#).

Advertisements for Public Hearings must be published in the *Florida Administrative Weekly (FAW)*. The Department of State website for the FAW is <https://www.flrules.org/>. This website provides the available issues of the FAW for the entire year. There are also instructions to allow individuals to set up their own billing profile and log-in information. This billing profile allows users to send notices directly to FAW.

The FAW is published each Friday of the year except those Fridays that are observed as official state holidays designated by Section [110.117, F.S.](#) When Friday is observed as a holiday, publication shall be on the last working day of the week in which the Friday holiday is observed.

The deadline for each issue is set under Department of State Rule Chapter [1S-1, Florida Administrative Code](#), specifically Rule [1S-1.003](#). The deadline is Wednesday at noon for publication in the following Friday's FAW. The deadline becomes Monday if there is a Wednesday, Thursday, or Friday holiday, e.g., always on Monday for Thanksgiving week.

Districts/Turnpike Enterprise are responsible for placing advertisements for public hearings in local newspapers.

- B. The Florida Transportation Commission (FTC) has requested the Department provide them a listing of all project changes made to District/Turnpike Enterprise Work Programs after the local public hearings. Because of the large number of public hearings held

throughout the state, Central Office does not have the capability to track these changes. Districts/Turnpike Enterprise will be required to maintain a record of these changes and provide this information to the Work Program Development Office at the close of gaming. The Work Program Development Office will summarize these changes, if necessary, and provide the information to the FTC. The information will be used as part of the FTC's presentation at the annual statewide public hearing.

- C. The MPOs must give the District/Turnpike Enterprise their annual Transportation Improvement Program (TIP) list of project priorities and/or TIP priority changes by **October 1**. However, the Department and a MPO may, in writing, cooperatively agree to vary this submittal date.
- D. Prior to submittal of the District/Turnpike Enterprise Work Program to the Central Office, the District/Turnpike Enterprise shall provide the affected MPO with written justification for any project proposed to be rescheduled or deleted from the District/Turnpike Enterprise Work Programs, if the project is part of the MPO's Transportation Improvement Program (TIP) and is contained in the last 4 years of the previous Adopted Work Program.
- E. The MPO may file an objection with the Secretary to such rescheduling or deletions by no later than 14 days after submittal of the District/Turnpike Enterprise Work Program to the Central Office.
- F. Districts/Turnpike Enterprise, and MPOs shall minimize changes to, deletions from, or adjustments to projects or phases contained in the 4 common years of the previous Adopted Work Program and the Tentative Work Program. The first 3 years of the Adopted Work Program stand as the commitment of the State to undertake transportation projects that local governments may rely on for planning purposes and in the development and amendment of the capital improvements elements of their local government comprehensive plans pursuant to Section [339.135\(4\), F.S.](#)
- G. Districts/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, which the District Secretaries or the Executive Director of Florida's Turnpike Enterprise shall acknowledge and review prior to submitting the District/Turnpike Enterprise Work Program to the Central Office.
- H. All projects included in the second year of the previous year's Adopted Work Program must be advanced into the first year in the development of the Tentative Work Program, unless the Secretary approves rescheduling/deletion of project(s). Any such change must be clearly identified and the effects on the four common years are to be included in the reports that accompany the Tentative Work Program (these reports are generated by the Central Office).
- I. Projects included in MPO TIPs that have advanced to the design stage of preliminary engineering may be removed from or rescheduled in a subsequent TIP only by the joint action of the MPO and the Department. Except 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 5th year of such TIP pursuant to, [Section 339.175\(7\), F.S.](#)

- J. The Department is required to 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.](#) The District/Turnpike Enterprise will notify the affected MPO of the proposed Work Program Amendment and provide it with a complete justification of the need for the amendment. The District/Turnpike Enterprise is encouraged to develop amendments cooperatively with the MPOs by 1) providing the MPOs with early notification of the need for a Work Program amendment, 2) explaining the effects an amendment would have on the rest of the Work Program, 3) allowing sufficient time for review by the MPO to provide recommendations back to the District/Turnpike Enterprise and 4) 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 STIP accordingly.

2. REQUIREMENTS MANDATED BY THE TITLE 23 UNITED STATES CODE (TITLE 23 U.S.C.)

[Title 23 U.S.C.](#) mandates certain cooperative development requirements for federally funded projects, as follows:

State Transportation Improvement Plan (STIP)

The State Transportation Improvement Program (STIP) representing the first 4 years of the Adopted Work Program and MPO TIP require revisions when projects change.

- A. All MPOs must provide TIP amendments and related projects must be adopted in the Work Program for any new (added or advanced) project to be authorized with federal funds in the current year. The Federal Aid Office submits State Transportation Improvement Program amendments for approval by FHWA and/or Federal Transit Administration (FTA).

Project Selection

- 1) Projects to be undertaken on the National Highway System (NHS) and Bridge and Interstate Maintenance programs are to be selected from an approved TIP by the State in cooperation with MPOs in urbanized areas over 50,000 population and in consultation with affected local officials in all other areas.
- 2) Three methods of project selection relating to projects utilizing federal funding under [Title 23](#) and the Federal Transit Act, depending on the location of each project are as follows:
 - Projects in Transportation Management Areas (greater than 200,000 population). Projects are to be selected by the MPOs in consultation with the State and in conformance with the TIP for the area

- Projects in areas with populations between 50,000 and 200,000. Projects are to be selected by the State in cooperation with the MPOs and in conformance with the TIP for the area.
- Projects in areas with populations of 50,000 or less. Projects are to be selected by the State in cooperation with the affected local officials.

Transportation Enhancement Program

The Transportation Enhancement Program is a federal program administered by the Florida Department of Transportation. Transportation Enhancement Program guidance and direction are provided by the Environmental Management Office, whereas the selection and implementation of most enhancement projects are handled by the Department's District Offices with input from MPOs or County Commissions.

For additional information on the Transportation Enhancement Program, please see the Environmental Chapter of these Instructions.

Congestion Mitigation and Air Quality Improvement Program

Projects under this program must be selected by the MPO in consultation with the Department, except for projects on the National Highway System, which are selected by the Department in cooperation with the MPO.

CHAPTER 3: RESPONSIBILITIES FOR WORK PROGRAM DEVELOPMENT

1. DISTRICT SECRETARIES AND EXECUTIVE DIRECTOR OF FLORIDA'S TURNPIKE ENTERPRISE

The District Secretaries and Executive Director of Florida's Turnpike Enterprise are charged with the following responsibilities:

- A. Ensure that the District/Turnpike Enterprise Work Programs comply with Work Program Instructions, other departmental policies and procedures, applicable federal rules and regulations, and applicable Florida laws, statutes, and administrative rules and regulations.
- B. Ensure that the local participation and public hearing processes are conducted as prescribed by law and Work Program Instructions.
- C. Provide a Certification of Conformity prior to the Secretary's Review of the Tentative Work Program that states, to the best of their knowledge and belief, that:
 - District/Turnpike Enterprise Work Programs have been developed to ensure all project phases, to the maximum extent feasible, and can be delivered as programmed.
 - District/Turnpike Enterprise Work Programs conform to Work Program Instructions, the Florida Transportation Plan, Modal Systems Plan and other departmental policies and procedures, applicable federal rules and regulations, and applicable Florida laws, statutes, and administrative rules and regulations.
 - District/Turnpike Enterprise Work Programs have been developed cooperatively with the MPOs, and are consistent, to the maximum extent feasible, with Transportation Improvement Programs and Local Government Comprehensive Plans relevant to the District/Turnpike Enterprise.
 - District/Turnpike Enterprise certifies that they can meet their production levels and have reviewed the estimates in the District/Turnpike Enterprise Work Programs.

2. CENTRAL OFFICE

The responsibilities of the Central Office in 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 of the Tentative Work Program and management of the Work Program after adoption.
- Development of transportation programs, which have not been decentralized and are managed on a statewide basis.
- Monitoring of transportation programs which are decentralized and managed by the District/Turnpike Enterprise. This monitoring function includes the annual Central Office Review and the Department's Quality Assurance process.

Although many areas within the Central Office participate in at least some aspects of Work Program development, the following offices have significant duties in this regard:

Office of Work Program:

Work Program Development Office - This office is responsible for developing the Work Program Instructions and for coordinating the development, review, and administration of the Work Program consistent with these Work Program Instructions, Department policies and procedures, and federal and state laws.

Production Management Office - This office is 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 will have its primary focus on the first three years of the program. Lettings (Phase 52's) will be reviewed for critical A/E dates, for complete schedules and proper alignment of project phasing. In addition, the letting plan for the first year of the tentative will be reviewed from a statewide perspective looking for balanced lettings in terms of dollars, type of work and number of projects let each month. Consultant phases (12, 22, 32, 42 and 62) in the first year of the tentative will be reviewed for proper schedules and commitment dates that will support production.

Federal Aid Management Office – This office is responsible for the overall 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 also promulgates instructions and guidelines pertaining to authorizing projects with FHWA, and serves as primary liaison with FHWA on matters relating to the financial administration of federally funded projects.

Financial Management Support Office – This 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 functional support and training to the users of these systems. This office serves as liaison to the Office of Information Systems (OIS) to define enhancements and maintenance needs for the systems supported.

Office of Financial Development:

Finance and Revenue Office - This office is responsible for ensuring that the Five Year Work Program is developed with the financial constraints imposed by the Department's Five Year Finance Plan which include developing forecasts of state revenues and federal aid, providing bond planning and

feasibility analysis, various bond programs, and analyzing various legislative packages. In addition, this office is responsible for the operation and management of the State Infrastructure Bank Program, Toll Facilities Revolving Trust Fund Program, Toll Operations Reporting and Fund Approval.

Program and Resource Allocation Office – This office is responsible for coordination of Executive Board workshops related to program allocations, allocating funds for programs and districts, and establishing Work Program target levels for production. This office also monitors and reports on use of program and resources and achievement of program targets. Activities include development of the Program and Resource Plan, Schedule A, Schedule B, and the Program Objectives and Accomplishments Report.

Project Finance Office – This office is responsible for the Major Project Oversight, Public/Private Partnerships and Legislative Review of financial provisions of law. In this capacity the Project Finance Office interacts on project programming and funds management issues with the development of the Department's Work Program.

Budget Office – This office is responsible for preparing and submitting the Department's Legislative Budget Request to the Governor and Legislature. The budget 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 Governor's Office and the legislative appropriation committees during the consideration of the Department's budget request. The Budget Office is also responsible for submitting budget amendments that impact current year appropriations.

Office of the Comptroller:

The Office of the Comptroller is responsible for ensuring that the Five Year Work Program is developed within the financial constraints of the Department's 36 Month Cash Forecast. The Office of the Comptroller is also responsible for providing assistance to the District/Turnpike Enterprise in the processing and classification of financial transactions that affect the current year of the Adopted Work Program.

3. STATEWIDE PROGRAM MANAGERS

Statewide programs are managed by the offices responsible for each program. The Work Program Development 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	David Copa	850-410-5711
Fixed Capital Outlay	Debbie Chbat	850-414-4437
Bridge	Iman Ameen	850-414-4611
Safety	Lora Hollingsworth	850-245-1500
Statewide Planning	Lee Calhoun	850-414-4453
Transportation Regional Incentive Prog.	Yvonne Arens	850-414-4816
Weigh Stations	Craig Wilson	850-245-7932
Rest Areas	Dean Perkins	850-414-4359
Toll Facilities Rev. Trust Fund	Leon Corbett	850-414-4421
Local Gov. Advance/Reimb.	Dawn Rudolph	850-414-4465
SIS/Interstate Construction	Paula Warmath*	850-414-4049
Intelligent Transportation Systems	Elizabeth Birriel	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 Employment (EEO)	Art Wright	850-414-4747
State Infrastructure Bank	Leon Corbett	850-414-4421
Florida Intrastate Highway	Ed Hutchinson	850-414-4926
Emergency Bridge Repair	John Clark	850-410-5757
Strategic Intermodal System	Ed Hutchinson	850-414-4421
County Incentive Grant Program	Yvonne Arens	850-414-4816

4. DISTRICT/TURNPIKE ENTERPRISE WORK PROGRAM MANAGERS

The following table provides contacts for the District/Turnpike Enterprise Work Programs:

DISTRICT	WORK PROGRAM MANAGER	TELEPHONE
District 1	Chris Smith	863-519-2611
District 2	Leena Patil	386-758-3772
District 3	Regina Battles	850-415-9270
District 4	Antonette Adams	954-777-4624
District 5	Richard Duemmling	386-943-5449
District 6	Linda Glass-Johnson	305-470-5329
District 7	Karen Demeria	813-975-6418
Turnpike Enterprise	Tim George	407-264-3131

5. DETAIL LISTING OF WORK PROGRAM RESPONSIBILITIES

ASSISTANT SECRETARY FOR ENGINEERING AND OPERATIONS

Chief Engineer

- Construction estimates of major projects
- Preconstruction production resources (in-house and consultant)
- R/W requirements (R/W acquisition, advanced acquisition, estimates and manpower support)
- Construction requirements (in-house and consultant CEI 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 (ITS)

Statewide Safety Office

- Highway Safety Improvement Program
- Highway Safety Grant Program
- High Risk Rural Roads
- Safe Routes to School
- Bicycle and Pedestrian Considerations

ASSISTANT SECRETARY FOR INTERMODAL SYSTEMS DEVELOPMENT

Public Transportation & Modal Administrator

- 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 (FTP)
- Consistency to the maximum extent feasible with Local Government Comprehensive Plans (LGCP) and the State Transportation Improvement Program (STIP) which

- includes the first three years of the current Adopted Work Program Metropolitan Planning Organization Transportation Improvement Programs (TIP), the Indian Reservation Roads Transportation Improvement Program and the Public Lands Highway Program
- State Intermodal System (SIS)
- Interstate Capacity Improvement Program, consistent with Ten-Year Interstate Plan
- Florida Intrastate Highway System (FIHS) Program, consistent with FIHS 2025 Cost Feasible Plan
- Review of Planning Consultants and Grants
- Air quality conformity in non-attainment and maintenance areas
- Coordination of regional planning with state transportation planning
- Environmental Management
- Highway Beautification Program

FLORIDA RAIL ENTERPRISE

- High Speed Rail
- Passenger Rail Commission

ASSISTANT SECRETARY FOR FINANCE AND ADMINISTRATION

Director, Office of Work Program

- 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

Director, Office of Financial Development

- Finance Plan
- Monitoring county allocations of the State Comprehensive Enhanced Transportation System Tax (use of 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
- Toll Facilities Revolving Trust Fund
- State Infrastructure Bank
- Bonding Programs
- Schedule A and Schedule B
- Program and Resource Plan
- Fixed Capital Outlay

Comptroller

- 36-Month Cash Forecast
- Financial contingency levels pertaining to construction contracts
- Review of direct districtwide jobs

CHAPTER 4: RESPONSIBILITIES FOR REVIEW OF THE TENTATIVE WORK PROGRAM

The purpose of the Central Office review is to ensure that, to the maximum extent feasible, the District/Turnpike Enterprise Work Programs are developed in compliance with the Work Program Instructions, other departmental policies and procedures, applicable federal rules and regulations, and all applicable Florida law, statutes, and administrative rules and regulations.

Checking the Department's Five Year Work Program for compliance with applicable standards does not take place just once a year during the limited time frame of the Central Office Review. The following also represent quality assurance processes and activities:

- A. Departmental Training Programs - Compliance is enhanced when staff has a clear understanding of their duties and responsibilities. Departmental training programs teach adherence to established procedures and guidelines, thereby reducing the number of exceptions noted during the various compliance reviews.
- B. System Controls - In many cases, compliance with applicable standards is enforced through the implementation of internal controls built into the various computer applications utilized by the Department in developing and administering the Five Year Work Program. Major enhancements have been made in the last few years to the WPA database and other systems interacting with WPA. These enhancements greatly reduce programming incompatibilities and inconsistencies and thereby increase compliance with programming guidelines and conventions.
- C. Central Office Review -The annual Central Office Review is a group effort drawing on expertise from many different offices within the Department. It is conducted within a limited time frame, beginning after the close of gaming and continuing until submission of the Tentative Work Program to the Florida Transportation Commission for their review. Major areas of compliance are reviewed and exceptions noted and resolved. Numerous computer applications designed to process the large volumes of data in WPA make it possible to check all major critical requirements in a short period of time. For those compliance areas that must be checked manually, Districts/Turnpike Enterprise are asked to make representations as to their compliance with applicable standards. Confirmation of these representations is obtained as part of the ongoing Quality Assurance Reviews conducted throughout the year by the various offices within the Department.
- D. Quality Assurance Reviews - The promulgation of procedures and guidelines, while necessary to establish quality standards, does not by itself necessarily ensure compliance. Nor does an annual Central Office Review conducted within a limited time frame. 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 Central Office/District/Turnpike Enterprise team effort significantly

improves compliance with applicable quality standards. The monitoring of decentralized functions via Quality Assurance Reviews also ensures that proper accountability is assigned to the appropriate program areas within the Department.

- E. Other Methods - Periodically, 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.
- 1) The Office of the Auditor General also conducts periodic financial compliance audits.
 - 2) The Office of Program Policy Analysis and Government Accountability perform reviews of selected departmental programs to make recommendations as to the future status of such programs.
 - 3) The Department of Economic Opportunity (DEO) annually reviews the Department's Tentative Work Program for consistency with Local Government Comprehensive Plans.
 - 4) The Florida Transportation Commission annually reviews the Department's Tentative Work Program for compliance with applicable laws and departmental policies.
 - 5) The Department routinely prepares reports on its performance to the Florida Legislature, Florida Transportation Commission, other organizations, and the general public to assure compliance with state goals and the program objectives defined in Florida Statutes.

1. ANNUAL CENTRAL OFFICE REVIEW

The Work Program Development Office of the Office of Work Program has the primary responsibility for ensuring that the annual Central Office Review process is conducted in a professional manner, is complete in all material respects, and is well documented. In discharging this responsibility, the following general steps are taken in conducting the Central Office Review of the Tentative Work Program:

- Development of the schedule for the review.
- Development of a compliance-oriented checklist for use in the review.
- Dissemination of memos to other participating offices delineating the areas to be reviewed.
- Development of the agenda for each District/Turnpike Enterprise review.
- Coordinating the actual reviews of each District/Turnpike Enterprise Work Program, asking questions of each responsible office relative to exceptions they have noted, asking questions regarding exceptions the Work Program Development Office has noted, and documenting the

District/Turnpike Enterprise responses and actions taken to address and correct, when necessary, the exceptions noted.

Written documentation will be provided to the Work Program Development Office of all exceptions noted by all the offices participating in the review, and written responses from the Districts/Turnpike Enterprise as to the ultimate disposition of these noted exceptions. The Work Program Development Office prepares summaries of exceptions noted in each major area of the reviews. These summaries are provided to the Secretary in his/her review of the Tentative Work Program.

Each organizational unit under each Assistant Secretary of Transportation is responsible for insuring that the Work Program is in conformance with these Instructions for its listed areas of responsibility. These organizational units will report on compliance with applicable standards in conjunction with one or more of the following activities:

- All major critical requirements will be reviewed during the time of the annual Central Office Review of the Tentative Work Program, if feasible within this timeframe.
- For those compliance areas, which cannot be checked during the limited time frame of the annual Central Office Review, the responsible offices will report on compliance with applicable standards as part of their ongoing Quality Assurance Reviews.

Every effort will be made to document and address for final resolution any outstanding non-compliance findings prior to completion of the Tentative Work Program.

2. FLORIDA TRANSPORTATION COMMISSION

The Florida Transportation Commission is required by statute to review the Tentative Work Program and conduct a statewide public hearing. As part of the public hearing, the Commission must conduct an in-depth evaluation of the Tentative Work Program for compliance with all applicable laws and departmental policies. Part of the Commission'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 (SIS). The Commission will also evaluate and monitor the implementation of the 2005 Growth Management Legislation. If the Commission determines that the Work Program is not in compliance, it must report its findings and recommendations to the Legislature and the Governor. The Commission 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.

By no later than 14 days after the regular legislative session begins, the Commission 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 Transportation Commission for review.

CHAPTER 5: SUBMISSION AND ADOPTION OF TENTATIVE WORK PROGRAM

Specific criteria are outlined in the Florida Statutes pertaining to submitting the Tentative Work Program to the Governor for review and approval, as follows:

- A preliminary copy of the Tentative Work Program is due to the Executive Office of the Governor, the legislative appropriations committees and the Florida Transportation Commission at least 14 days prior to the convening of the regular legislative session. Following evaluation by the Florida Transportation Commission, the Department shall submit the Final Tentative Work Program to the Executive Office of the Governor and the legislative appropriation committees no later than 14 days after the regular legislative session begins.
- 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 that are in a Metropolitan Planning Organization (MPO)'s Transportation Improvement Program (TIP) unless the MPO is notified of that inconsistency during DEO's review).
- The Florida Transportation Commission schedules and conducts the statewide public hearing and is responsible for the public notice. Florida Statutes require the Florida Transportation Commission to perform this review and 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 5-Year Finance Plan. All reports are generated by the Central Office.
- In conjunction with submitting the Tentative Work Program, each District/Turnpike Enterprise, and the Central Office are to respond to certain questions, which are based in statute and posed by the Transportation Commission.

1. LEGISLATIVE BUDGET REQUEST (LBR)

- A. The original approved budget for the Department is the General Appropriations Act and any other act containing appropriations that include the first year of the Tentative Work Program.
- B. The Legislative Budget Request must include a balanced 36-Month Forecast of cash and expenditures and a 5-Year Finance Plan.
- C. 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).

2. ADOPTION OF TENTATIVE WORK PROGRAM

- A. 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 (GAA), and any other act containing applicable appropriations.
- B. 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.
- C. 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.
- D. The Adopted Work Program is the approved Tentative Work Program plus any roll forward.