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# **CHAPTER 1: ORGANIZATION OF THE WORK PROGRAM INSTRUCTIONS**

## **1. OVERVIEW**

Annually, the Work Program Development Office produces the Work Program Instructions, which guide the development of the Department's Work Program. These instructions communicate funding and policy directives from the Federal government, the Executive Office of the Governor, the Legislature and the Department's executive management so that information can be translated into a schedule of specific transportation projects and services.

This schedule, known as the Work Program determines:

- Which projects and services will be provided during the relevant five-year period,
- When and where such projects and services will be provided, and
- How these projects and services will be funded using available revenue.

The Tentative Work Program is developed by the Central Office based on the Work Programs of the seven Districts and the Turnpike Enterprise. The Tentative and Adopted District and Turnpike Enterprise Work Programs are required by Chapters [338](#) and [339](#) of the Florida Statutes.

Further, Section [20.23\(4\)\(a\)](#), Florida Statutes directs the Central Office to ensure that the Districts, Turnpike Enterprise, and Central Office units comply with relevant directives and that quality performance is maintained. The function of the Work Program Instructions is to assist in the orderly dissemination of these directives, and to provide standards by which quality performance may be assessed.

The Work Program Instructions consist of five parts and each part has chapters numerically arranged numerically.

### **PART I INTRODUCTION**

This section outlines the organizational structure of the instructions, explains the purpose of and authority by which the instructions are developed.

### **PART II GENERAL INSTRUCTIONS**

This section describes the overall process of developing, reviewing and adopting the Work Program; and provides information regarding responsibilities for review, development, and submission of the Work Program.

### **PART III PROGRAMMING GUIDELINES**

This section provides programming guidelines and references for all programs and funds in the Work Program.

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

This section provides detail instruction for federal programs and processes including, but not limited to, instructions for discretionary programs, the surface transportation program, and TIP/STIP Amendments.

## **PART V PRODUCTION MANAGEMENT**

This section provides information as it relates to the scheduling of all projects in the Adopted Work Program.

### **APPENDIX DESCRIPTIONS**

This section contains the following:

- Appendix A – Program Allocation Guide (Schedule A)
- Appendix B – Program Targets (Schedule B)
- Appendix C – District Map
- Appendix D – WPA Code Definitions
- Appendix E – Work Program Crosswalks

## **2. LEGISLATION**

Legislative Implementation Matrix - For the latest summary regarding implementation of legislation, please see the Legislative Programs Office website at <http://www.dot.state.fl.us/publicinformationoffice/legislativePrograms.shtm>

General Appropriations Act - For the latest summary of the General Appropriation Act and related Bills, please see the Office of Financial Development website at <http://www.dot.state.fl.us/financialplanning/>