
Work Program 101

AN OVERVIEW

Office of Work Program

August 2010

What Is the FDOT's Work Program?

Florida Statutes definition:

The Tentative Work Program is a 5-year listing of all transportation projects planned for each fiscal year which is developed by the Central Office based on the Districts' work programs.

The Adopted Work Program is the 5-year work program adopted by the Department.

Section 339.135(1), F.S.

Why Do We Have a Work Program?

Aids the Department in:

- ❑ Planning projects
- ❑ Financial forecasting
- ❑ Measuring accomplishments of the Department



Why Do We Have a Work Program?

- Generates public involvement
- First 3 years is commitment to Local Government



Who Is Involved in the Work Program Process?

- FDOT Executive Committee
- 7 District Offices
- Turnpike Enterprise
- 12-15 Central Office Bureaus
- 26 Metropolitan Planning Organizations (priority lists)
- 67 County Governments

Who Is Involved in the Work Program Process?

- Legislative Committees
- Department of Community Affairs
- The Federal Government
- Florida Transportation Commission
- Executive Office of the Governor
- General Public

Definitions and Acronyms

- **Florida Transportation Plan (FTP)** – a statewide transportation plan that documents the Department’s goals and objectives within the context of the State Comprehensive Plan and other state policy, as well as federal mandates and authorizations.
 - **Program and Resource Plan** – document that contains the program funding levels and the financial and production targets that are balanced to anticipated revenues and Federal Reimbursements.
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Definitions and Acronyms

- **Legislative Budget Request (LBR)** – a document that requests legislative spending authority for funding levels needed to finance the first year of the Tentative Work Program.
- **Finance Plan** – Analysis, by program area, of the department's anticipated revenues and expenditures for a ten year period.

Definitions and Acronyms

- **Revenue Estimating Conference (REC)** – a Consensus Estimating Conference that is held twice a year to develop a ten year forecast of state transportation revenues.
- **36-Month Cash Forecast** – detailed cash flow forecast of revenues and expenditures.

Definitions and Acronyms

- **Schedule A** – a document which shows, by district/turnpike and fiscal year, the allocation of each state and federal fund.
- **Schedule B** – A document which shows by district/turnpike and fiscal year, the allocations of program targets (an established level of funding to be committed in order to meet specific program objectives).

Definitions and Acronyms

- **Production Accomplishment Report (PAR)** – a tool that measures the federal and state fund levels of the Work Program. It is used for balancing purposes.
- **Boxes** – Items programmed in Work Program to hold funds. No commitments or expenditures are made from these items. There are three types of boxes: Targets, Reserves, and Contingencies.

Definitions and Acronyms

- **Target Boxes** – quantities established to ensure certain standards are accomplished within identified programs.



Definitions and Acronyms

- **Reserve Boxes** – there are two types of reserve boxes.
 - Program Reserves – items programmed in the Tentative Work Program for identified future needs where specifics are not known.
 - Project Reserves – items programmed in the Tentative Work Program for a future need for which funds are being gathered.

Definitions and Acronyms

- **Contingency Boxes** – funds programmed for cost overruns, claims in litigation, estimate changes and supplemental agreements.



How Is the Work Program Developed?

- Developed in Accordance With:
 - Section 339.135, Florida Statutes
 - Florida Transportation Plan
 - Program and Resource Plan
- Based on the District and Central Office Work Programs

How Is the Work Program Developed?

- Cooperatively with the local governments' priority lists
- Working cooperatively with the federal government



Controls on the Work Program

- Statutes
- Local Government Involvement
- Audit checks
- Performance Reports
- Cash Forecast
- Finance Plan
- Reviews

Development of the Work Program

Tentative Work Program

- Five-Year plan that does not include the current year.
- Submitted to the Secretary to be adopted July 1st.

Adopted Work Program

- Five-Year Work Program approved by the Secretary of Transportation on July 1st of each year. Includes current year plus 4 years.

Development of the Tentative Work Program

Gaming Cycle - refers to the period of time between mid-July and mid-January 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.

Allocation Process

- Federal Regulations
- State Regulations
- Florida Statutes
 - Section 339.135, F.S.
 - Distribute funds on both a District and Statewide level
 - Identifies needs based programs, i.e. resurfacing, bridge
 - Identifies statutory formula

Allocation Process

- Schedule A - Work Program Fund Allocations
- Contains:
 - Apportionments
 - Obligating Constraints
 - State fund allocations
 - Federal fund allocations

Allocation Process

- Schedule B - Defines targets for programming in selected categories
 - Targets must be met within the tolerance allowed.
 - Product category targets result from Executive Board decision for distribution.
 - Product Support category targets were established to provide an acceptable level of pre-construction activities within funding availability to ensure future product availability.

Statewide Programs

- Statewide Programs are managed by Central Office
- Funds are allocated to Central Office and Districts based on Statewide priorities
- Example of Programs:
 - SIS/FIHS – 10 Year Plan
 - Rest Areas & Weigh Stations
 - Intelligent Transportation System (ITS)
 - Bridge Replacement

District Programs

- District Programs are managed by the Districts and Turnpike Enterprise
- Funds are allocated by statutory formula or needs based
- Example of Programs:
 - Resurfacing
 - Safety
 - Arterial Construction
 - Bridge Repair/Rehabilitation

Work Program Development Schedule



Tentative Work Program Gaming Cycle

(July – January)



Complete Tentative Work Program

(March)



Adopt Tentative Work Program

(July 1st)

DRAFT
APPROVED



Work Program Development Schedule

- April thru July
 - Work Program Issues Presented to the Executive Board
 - Executive Board makes funding decisions

Work Program Development Schedule

August

- Draft Work Program Instructions Complete
- Construction and Right of Way Estimates to be updated

September

- Publish final Work Program Instructions and Issue Schedules A & B

Work Program Development Schedule

October

- Deadline for receipt of MPO Project Priority Listings
- Legislative Budget Request (LBR)
- Finalize statewide programs
- Public Hearings held in Districts

Work Program Development Schedule

November

- Deadline for First Year of the Tentative Work Program to be programmed
- Central Office Review of First Year of the Tentative Work Program
- Submittal of First Year of the Tentative Work Program to the Governor's Office

Work Program Development Schedule

January

- Close Gaming
- Deadline for receiving written MPO Objections
- Central Office Review of the 5-Year Tentative Work Program

Work Program Development Schedule

February

- Executive Review of the Tentative Work Program
- Preliminary Tentative Work Program submitted to Governor, Legislature, Transportation Commission and Department of Community Affairs

Work Program Development Schedule

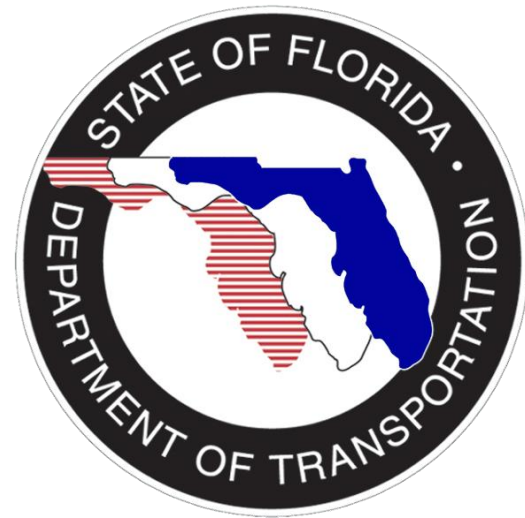
March

- Florida Transportation Commission Public Hearing
- Legislature Convenes
- Final Tentative submitted to Governor, Legislature, Transportation Commission and Department of Community Affairs

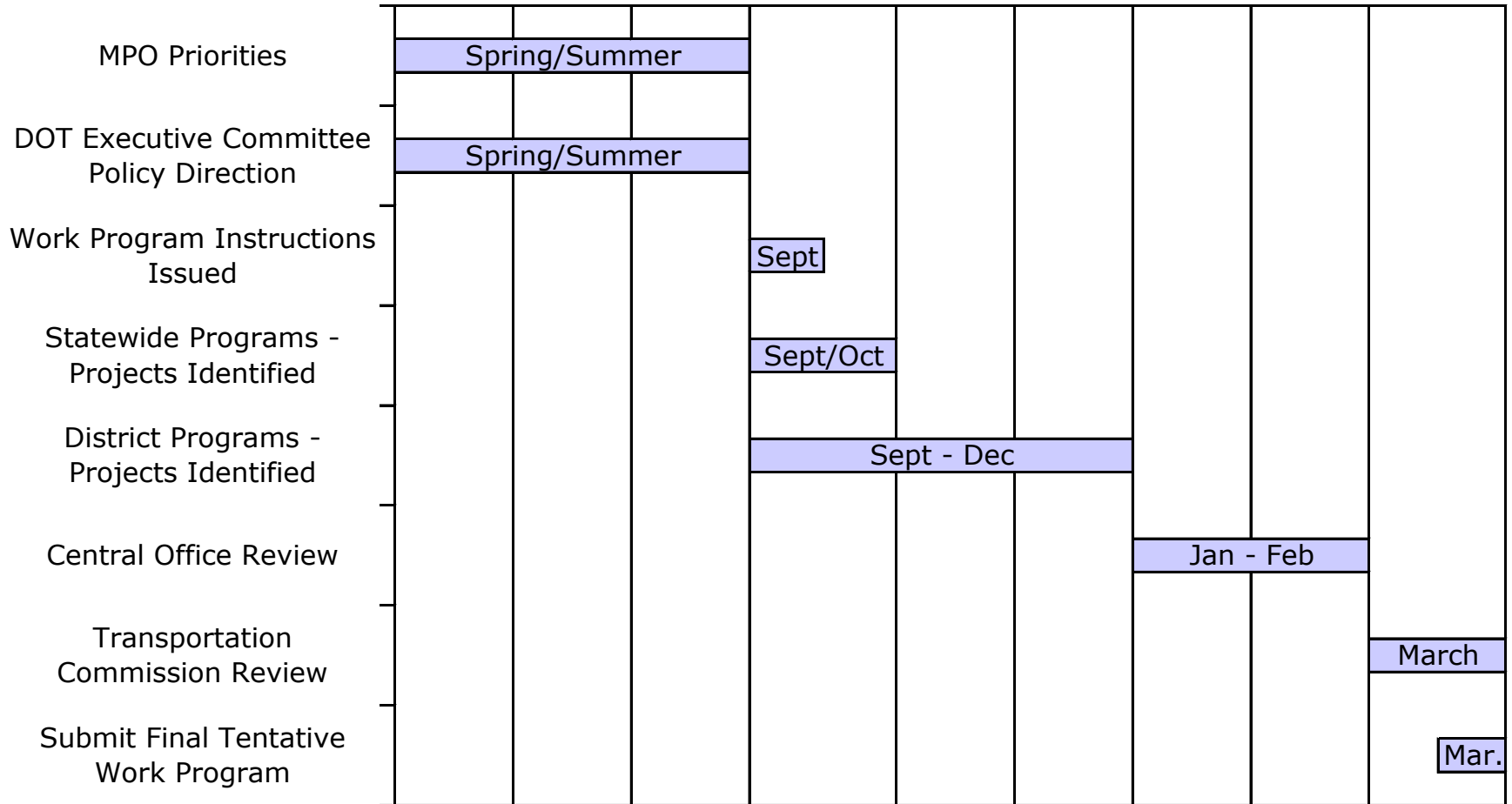
Work Program Development Schedule

- July

Secretary adopts the Tentative Work Program on July 1st each year.



Work Program Development Schedule





Implementing the Work Program

Financial Project

- Each Financial Project in the Work Program has:
 - Project Manager
 - Description
 - Location
 - Specific Funding by Year and Amount

Financial Project Number

Financial Project Number is an eleven digit number comprised of the Work Program Item Number, Item Segment, Phase, and Financial Project Sequence number.

406729	1	52	01
Item no.	Segment	Phase	Sequence

Financial Project

- Financial Projects are:
 - Programmed based on the initial funding request (estimate)
 - Systematically inflated, if programmed outside of the Current Fiscal year. (Construction and CEI Only)
 - Estimates are updated annually

Amending the 1st Year of the Adopted Work Program

Per Section 339.135(7), Florida Statutes

Changes (additions, advances, deferrals or deletions) 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.

Amending the First Year of the Adopted Work Program

Advance or Defer:

R/W, Construction or Public Transportation phase
> \$500,000

Preliminary Engineering phase > \$150,000

Add:

Primary Project phase > \$150,000

Delete:

Project or Project phase (regardless of amount)

Loan:

Funds between districts

To Produce a Project....

You Must Have:

- ☑ Funds – Designated source of money to support your efforts.
- ☑ Budget – Authority granted by the Legislature to spend money.
- ☑ Cash – Actual revenues received from transportation sources.

To Produce a Project....

■ Example:

Child receives weekly allowance of \$10.00

- Cash = \$10.00
- Budget – can only spend \$7.00. Remaining \$3.00 to savings account (\$7.00 is spending authority)
- Funds –\$2.00 must be spent for candy. \$5.00 may be spent as desired, except for candy
 - \$2.00 = candy funds
 - \$5.00 = flex funds



Fund Terminology

- Authorized (state & federal)– funds may be used for commitment or expenditure
- Obligated – (federal) funds have been authorized by FHWA for commitment or expenditure
- Encumbered – budget has been reserved in FLAIR for a contractual commitment.
- Committed – funds have been encumbered or expended.

Work Program Information

Work Program has information available to review the overall Work Program and specific projects.

To access the work program internet site:

- <http://www.dot.state.fl.us/programdevelopmentoffice/default.shtm>