

Work Program Instruction Changes

Tentative Work Program FY22 - FY26

Chapter No.	Chapter Name	Description	Date Revised	Supplement
Part III/Ch. 27	Resurfacing	A: Added a sentence in the first paragraph referencing the FDOT Design Manual for additional information regarding the resurfacing program.	4/1/2021	2
Part III/Ch. 30	Safety	B(2); C(2) Removed item group identifiers SFA6, SFA8, SKID.	4/1/2021	2
Part III/Ch. 35	SIS	B(2) Added SISM as item group identifier and it's definition.	4/1/2021	2
Part III/Ch. 38	Trails	A(8): Updated District Trail Coordinator contact information for District Two and Five.	4/1/2021	2
Part III/Ch. 44	WPA Reports	Updated edit #6 EDITLF to reflect changes that were made to assist MPO's due to revenue reductions. 5305(d) program will now be using soft match instead of the previous state match.	4/1/2021	2
Part III/Ch. 44	WPA Reports	Updated EditGF #47 to require certain FAC to use the expanded eligibilities that came with the FFY 2021 apportionments.	4/1/2021	2
Part IV/Ch. 1	Overview of Major Programs	V: Updated GF.. Funds matrix to include the Coronavirus Response and Relief funding and the 2021 GF funds from the Highway Infrastructure Program.	4/1/2021	2
Part IV/Ch. 4	Other Federal Program Characteristics	F: Use item Group SUBR – "Subrecipient Agreement". This item group should be added to all externally managed projects when the item/segment financial project is programmed.	4/1/2021	2
Part IV/Ch. 6	Authorizing Federal Projects With FHWA	N: Removed guidelines stating that ITS projects with federal funds must be sent to the FHWA ITS engineer, and added new guidelines stating must be in conformance with FDOT procedure 750-040-003.	4/1/2021	2
Appendix C	FDOTs Districts	Corrected the spelling of DeSoto County under District One.	4/1/2021	2

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. For more information regarding improvements that may be funded via the resurfacing program please refer to the current FDOT Design Manual.

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 (F.S.). 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, in the Work Program Office, 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 State 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 resurfacing lane mile allocations.

- The districts must submit Concrete Resurfacing candidate projects for the new 5th year to the Roadway Design Office by March 1st.

2. RESURFACING ALLOCATIONS

Each district will typically meet its lane mile allocation 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 evaluated annually to ensure the department standards are projected to be met on 80% of the pavement on the SHS. Lane mile allocations were developed for fiscal year 2021 through fiscal year 2026 as follows:

- Statewide arterial lane mile allocations are based on a series of factors:
 - FY 2021 3.50% of the estimated system size
 - FY 2022 4.00% of the estimated system size
 - FY 2023 4.50% of the estimated system size
 - FY 2024 4.75% of the estimated system size
 - FY 2025 5.00% of the estimated system size
 - FY 2026 5.25% of the estimated system size
- District lane mile 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 detectable warnings, 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.
- Only projects programmed on the SHS and using phase 52, 54, or 58 will count towards a district’s lane mile allocation. Urban and rural lane mile allocations are rolled together when determining if a district has fully programmed its allotted lane miles.
- 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.

- 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.
- Fiscal year 2021 – After meeting lane mile allocations, remaining funds can be used for contingency or outside the resurfacing program.
- Fiscal year 2022 - After meeting lane mile allocations, any remaining resurfacing fund allocations should be programmed in a contingency (up to 8%) and/or a temporary reserve box in the resurfacing program. Programming should be complete by November 10, 2020. During redistribution, each district will be provided allocations to cover the resurfacing cost (program 05 less any LF) and a 8% contingency. If additional resurfacing allocation is needed, DS and/or SA resurfacing allocation will be increased. If allocated funds were not used to meet lane mile allocations and a 8% contingency, DS (up to resurfacing DS allocation) then SA resurfacing allocation will be reduced. After all districts have been allocated funds to meet lane mile targets and a 8% contingency, any remaining funds (DS and/or SA) will be re-distributed by statutory formula. After re-distribution all funds should be removed from the temporary reserve box. After re-distribution, the contingency can be up to 10.5%.
- Fiscal year 2023 - After meeting lane mile allocations, any remaining resurfacing fund allocations should be programmed in a contingency (up to 8%) and/or a reserve box in the resurfacing program. Programming should be complete by November 10, 2020. During redistribution, each district will be provided allocations to cover the resurfacing cost (program 05 less any LF) and a 8% contingency. If additional resurfacing allocation is needed, DS and/or SA resurfacing allocation will be increased. If allocated funds were not used to meet lane mile allocations and a 8% contingency, DS (up to resurfacing DS allocation) then SA resurfacing allocation will be reduced. After all districts have been allocated funds to meet lane mile targets and a 8% contingency, any remaining funds (DS and/or SA) will be re-distributed by statutory formula. After re-distribution, the contingency can be up to 10.5%.
- Fiscal year 2024- After meeting lane mile allocations (projects and/or target boxes), program any additional allocations in a contingency box up to 7% . Any remaining funds should be programmed in a reserve box in the resurfacing program.
- Fiscal year 2025 and fiscal year 2026 - After meeting lane mile allocations (target boxes recommended but projects accepted), program any additional allocations in a contingency box up to 7%. 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. It is recommended that any additional allocations in the last 3 years of the tentative be programmed in the resurfacing program. During re-distribution, any additional allocations will be reduced and if they are programmed outside of the resurfacing program, this could cause a district to modify their programming. Instructions for running the resurfacing monitor are in the Work Program Administration Screens and Reports chapter of these instructions.

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 requested by the Assistant Secretary of Engineering & Operations or delegate.

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 and detectable warnings, 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 15 years, but the existing pavement structural number must be greater than, or equal to, the required structural number for the design period. Refer to the Flexible Pavement Design Manual for guidance on the design requirements of a pavement rehabilitation designated as a POP project. 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.

Work Mix Number	Usage/Definition
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 detectable warnings and doing what is necessary and practical to improve the smoothness of the pavement to meet standards.
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 Project (Flexible Pavement)	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 FDOT Design Manual, Chapter 114 , except for ADA requirements for curb ramps and detectable warnings. 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.

- Districts should avoid programming only one side of a divided highway. Not only is this good pavement management practice, but it avoids more interruptions of the traveling public, as well as increased MOT and administrative costs associated with programming both sides within 1 or 2 years of each other.
- 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 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 eliminate 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://fldot.sharepoint.com/sites/CO-SAFETY/Engineering/COSafety/SitePages/Home.aspx>, for the Safety Office to review supporting documentation (as provided by the district) and determine that the project meets eligibility criteria (see section B.1 below). The eligibility date of projects will 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. The next scheduled update of the plan will be complete in 2021.

(https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/safety/shsp2016/shsp-2006/fdot_2016shsp_final.pdf?sfvrsn=aea26d4d_0). 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 funded projects are statewide managed through FY 2023. Funds that become available in these fiscal years (low bids, recon, etc.) will remain in the districts. If additional funding is needed contact the Central Office Work Program. All funding requests will be reviewed by the State Safety Engineer. All new projects will be reviewed in accordance with the funding eligibility requirements (see below) and should be submitted to the State Safety Engineer.

Safety allocations beginning in FY 2024, will be district managed and distributed based on Statutory Formula. New projects will be reviewed in accordance with the funding eligibility requirements (see below) and should be submitted to the State Safety Engineer.

- Highway Safety Improvement Projects are eligible for ACSS funding if they meet all of the following requirements: Implements safety infrastructure countermeasures or improves safety data collection, integration, and analysis such that HSIP stakeholders can better plan, implement, and evaluate highway safety improvement projects in the future.
- Consistent with an emphasis area, strategy, or activity identified in the Florida SHSP.
- Estimated benefit-cost ratio (BCR) greater than 1.0 and NPV greater than zero
- Addresses a serious crash risk or safety problem identified through a data-driven process.
- Likely to result in a reduction of fatalities and serious injuries.

The BCR needs to be greater than 1 and the NPV needs to be greater than 0 in order to account for the final constructed project which includes scope creep and unknowns. The BCR is the benefit cost ratio and is the ratio of present value benefits (PVB) to present value cost (PVC). The NPV is the net present value and is the difference between the PVB and PVC. (Equation for NPV is $PVB - PVC$). BCR values greater than 1 and 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 and BCR 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 and BCR 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 and BCR 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)]
- SFA7 – SHSP Emphasis Area – Aggressive Driving
- SFA9 – SHSP Emphasis Area - Impaired Driving
- CTST - Community Traffic Safety Team sponsored project
- HEBC – Other hazard elimination Net Present Value justified 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)
- **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, and the appropriate construction phase with program number 06. 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 State 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, fatalities, and serious injuries. Section 402 (state and community highway safety grant program) funds cannot be used for design, construction, or maintenance activities. At least forty percent of these funds are required to be distributed to local agencies and is handled 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 occupant protection, state traffic safety information systems, impaired driving countermeasures, distracted driving, motorcyclist safety, state graduated driver licensing laws, non-motorized safety, and other priority program areas established by NHTSA. The FAST Act authorized funding for the section 402 Highway Safety Programs and an additional section 405 National Priority Safety Programs for federal fiscal years 2016 through 2020.

Under the FAST Act, states are required to have a highway safety program that is approved by NHTSA. Funds can be spent in accordance with national guidelines for programs such as:

- Aging Road Users
- Community Traffic Safety Outreach
- Distracted Driving
- Impaired Driving
- Motorcycle Safety
- Occupant Protection and Child Passenger Safety
- Paid Media
- Pedestrian and Bicycle Safety
- Planning and Administration
- Police Traffic Services - LEL
- Public Traffic Safety Professionals Training
- Speed/Aggressive Driving
- Teen Driver Safety
- Traffic Records
- Work Zone Safety

No 402 funds can be spent on the implementation of automated enforcement programs.

Funds apportioned to the state are allocated to approved programs for use by state and local agencies and not for profit organizations in the following NHTSA 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

The FDOT State Safety Office awards subgrants to traffic safety partners who undertake priority area programs and activities to improve traffic safety and reduce crashes, serious injuries, and fatalities. Subgrants may be awarded for assisting in addressing traffic safety deficiencies, expansion of an ongoing activity, or development of a new program.

Subgrants are awarded to state and local safety-related agencies as "seed" money to assist in the development and implementation of programs in traffic safety priority areas. For additional information regarding the process and program, refer to the FDOT State Safety Office website.

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 but has changed through the years. Section 405 currently focuses on the following areas:

- 24-7 Soberity Programs
- Distracted Driving
- Graduated Driver Licensing
- Ignition Interlock
- Impaired Driving
- Motorcycle Safety
- Nonmotorized Safety
- Occupant Protection
- State Traffic Safety Information System Improvements

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 and 405

These projects will be based only upon subgrant application awards approved by the State Safety Office, supported by the operating budget and programmed in WPA as “in-house.”

b. District Programming for Public Information and Educational Purposes

Districts receive 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 or N5 for Federal Section 405-safety.

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 (In-House): To program a highway safety grant project for in-house, use transportation system 13, the 0041 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

Example (Contractors): To program a highway safety grant project for a vendor agreement/contract for Section 402, use transportation system 13, the 0041 work mix, the NHTS fund code and a phase 82 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>
82	01	N2	NHTS	\$900,000	1	20XX

Example (Contractors): To program a highway safety grant project for a vendor agreement/contract for Section 405, use transportation system 13, the 0041 work mix, the NHTS fund code and a phase 82 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>
82	01	N5	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 15th 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

[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>

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 includes 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 Statutes (F.S.), 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 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 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 along 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 hubs and SIS corridors. The function of the connectors is to provide efficient, reliable, direct access between 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 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 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](#).

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 2nd 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, SISG for SIS Strategic Growth, SISC for a SIS Connector, SISF for SIS Future Facilities, SISN 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,STED) 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 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.
- In order to properly identify all SIS projects, use the following item group identifiers:
 - SIS** A strategic intermodal system project which may include hubs, corridors, or intermodal connectors.
 - SISG** A Strategic Growth project determined by FDOT to be of compelling state interest and projected to meet SIS minimum levels within three years of being designated; which may include hubs, or intermodal connectors.
 - SISC** A strategic intermodal project defined as a connector.
 - SISM** A strategic Intermodal System project defined as a Military Access Facility (MAF).
 - SISF** SIS future project.
 - SISN** Strategic intermodal project defined as not yet designated.
 - How Item groups are used:
 - SIS** Used to identify projects on the strategic intermodal system.
 - SISG** Used to identify Strategic Growth projects which may include hubs or intermodal connectors.
 - SISC** Used to identify a SIS connector.
 - SISM** Used to identify a Military Access Facility (MAF).
 - SISF** Used to indicate a future SIS facility that has an official Record of Decision (ROD) and will be added to the SIS when open to traffic. Funding beyond preliminary engineering (PE) may be used for a project on a future SIS facility.
 - 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, SIWR, and STED) 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, BNIR, DI, DIS, GMR, SIWR and STED) will not be used for preventive maintenance work.

Districts may use their allocated funds for interstate capacity improvement project funding. In addition, districts, local governments, 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. SIS CONNECTOR OPERATIONAL QUICK FIX PROGRAM

Commonly referred to as "Operational Quick Fix," the overall objective of the program is to fund implementable, non-traditional capacity projects on NHS connectors in an expedited manner. These targeted projects are anticipated to enhance the movement and throughput of people and goods between designated SIS and Strategic Growth Hubs. Project identification and programming occurs annually during the Work Program Development Cycle following the adoption of the SIS Work Program. Projects may be identified for funding over the first three (3) years of the SIS Work Program (1st Five Year Plan).

Projects must meet the following requirements for funding consideration:

- Projects must be physically located on a designated NHS connector with prioritization being given to those projects dually located on a designated SIS connector;

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- Projects must serve a SIS or Strategic Growth airport, spaceport, seaport, rail freight terminal, truck freight terminal or intermodal logistics center (ILC);
 - Project cost estimates should be \$5 million or less;
 - Projects should represent the Construction (CON) phase. PD&E, PE (except for design-build) phases, ROW acquisition, and studies are prohibited;
 - Projects can be funded for capacity improvements and safety improvements including resurfacing, shoulder work, lighting, signage, pavement markings, turn lanes, intersection improvements, traffic signals, railroad crossings, bridge repair and improvements, intelligent transportation systems, and TSM&O strategies that increase throughput. Projects can be funded for construction or design-build.

The ACNP fund code is to be used when programming these projects. All projects selected for this program must meet federal funding requirements as outlined in these instructions. The group identifiers for SIS (SIS), Strategic Growth (SISG), and/or NHS (NHSC) are to be used for Quick Fix funded projects. All projects selected for this program should also be tagged with the “QFIX” item group identifier.

Projects must be approved by the Systems Implementation Office 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 2nd five years, statewide managed funds are loaded into the tentative work program development cycle file of the work program. Projects funded in the 2nd 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 2nd 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 2nd 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, SISG for a Strategic Growth SIS Facility, SISC for a SIS Connector, SISF for SIS Future Facilities, and SISN 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](#).

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 Part III, Chapter 40, Transportation Systems Management and Operations, 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>

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-Sea Loop (Item Group SJ2S). The other tier is funding Individual Trail segments that close gaps in the SUN Trail Network.

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 multi-use 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 receive consideration for SUN Trail funding FDOT must receive a completed “Request for Funding” with applicable project information including required signatures by the announced deadline through the Grant Application Program (GAP-online system). Projects must satisfy the following minimum Eligibility Criteria 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 an 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 non-FDOT governmental agency is formally committed to the operation and maintenance of the project (long-term trail manager).
- Documentation must be provided that the project is consistent with the applicable comprehensive plan(s), transportation plan(s) or the long-term management plan(s).

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 (existing) 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, seating areas, or tables;
- Bicycle racks or lockers, bicycle air stations or repair stations;
- Buildings or enclosed structures, restrooms, bathhouses, comfort stations, wayside structures, shades structures, concession stands, overlooks, fishing platforms, boat ramps or launches, transit or ride share facilities, shelters, gazebos, or picnic pavilions;
- Kiosks, interpretive panels, or placemaking signs (regulatory and safety controls are an allowable cost);
- Landscaping (trail stabilization permitted);
- Litter or recycle receptacles, or doggie bag dispensers;
- Parking areas, trailheads, or camping areas;
- Playgrounds or playing fields, fitness equipment, or fitness structures;
- Promotional, marketing, or educational materials;
- Sculptures, 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;
- Enhances or preserves environmental resources;
- 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 Request for Funding (also known as a grant application) for any project to be considered for funding must be received from a governmental agency through the Grant Application Program (GAP-online system) by the announced deadline. The Request for Funding is evaluated and prioritized by the applicable District Office before transmittal to Central Office for funding consideration. District Trail Coordinators (DTC) will work with stakeholders in the identification of potential projects for SUN Trail program funding.

The DTC will facilitate review and concurrence of proposals by their respective District. This district team may include input from the Office of Work Program and Budget (OWPB), the Program Management Office, the Environmental Management Office, the Office of Construction, the Office of Design, the Office of Planning, the Safety Office, etc. The DTC will determine if the proposal meets the Eligibility Criteria; if so, then the district will evaluate proposals based on the selection criteria to identify the strengths of projects rather than employing a numerical comparison of projects. The DTC will confirm that phase costs associated with the projects are accurate and up to date and will recommend the timeframe for programming the project phases. The evaluation may include but is not limited to conducting site visits to the project locations to determine feasibility and obtaining input from Project Managers of previously programmed (any funding source) project phases. District staff may seek clarification from the project sponsors, which may include how the project could be divided into phases for funding incrementally over time. The DTC will coordinate with the OWP, they can help provide guidance and review the impacts to the work program as a result of funding project phases. The DTC provides the draft prioritization scenario for programming phases (PSP) which includes all Individual and Regional Trail

project phases and any changes to project phases programmed in the TWP to District senior management for comment, revisions, and approval. Once the district PSP is approved, the DTC will work with the District OWP to create or update candidate files (CA) for the project phases recommended for funding. The DTC will transmit the approved PSP list of all eligible unfunded needs with related project information [FM numbers, project name, project limits, recommended funding amount, recommended fiscal year, recommended project phase(s)] to the statewide SUN Trail Program Manager. The PSP includes any changes to phases programmed in the TWP. The PSP does not include ineligible projects or project phases not recommended for funding (at this time). The DTC transmits their Request for Funding (Excel) workbook detailing all projects/phases (eligible and ineligible) 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 OWPB for programming into the appropriate fiscal year. Selected project phases are included in the Work Program Public Hearing packets developed by the districts.

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 FDOTs right of way. If the project and funding is managed by a non-

DOT agency, then the MMOA 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 (If only using 54, then all work is included in this phase)

Example: To program a SUN Trail 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>ALLOCTYPE</u>	<u>FISCAL YEAR</u>
52	01	02	TLWR	\$1,500,000	1	20XX

Example: To program a SUN Trail 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>ALLOCTYPE</u>	<u>FISCAL YEAR</u>
54	01	02	TLWR	\$1,500,000	1	20XX

- When programming federal funds, an 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 four). **All Projects on the SUN Trail network will use Item Group SUNT.** In addition, all projects within the Coast to Coast Trail will use C2CT, all projects within the St. Johns River-to-Sea Loop will use SJ2S, and all projects programmed in Rural Areas of Opportunity (RAO) counties and their communities, shall include REDI as an item group [see Work Program Instructions chapter titled Rural Economic Development Initiative (REDI)].
- Location Screen Type: **P (Path/Trail)** is used with SUN Trail network components. The SUN Trail network is established in the RCI database with a unique roadway ID and beginning and ending mileposts. The Trailway 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 <https://tdaappsprod.dot.state.fl.us/prv/iview/>. Mapping tools for the SUN Trail network, including the GIS shapefile and KMZ file, available here: <https://www.fdot.gov/planning/systems/SUNTrail/maps.shtm>.

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	Chris Edmonston, Manager, Systems Implementation	(850) 414-4813
	Robin Birdsong, Manager, SUN Trail Program	(850) 414-4922
1	Deborah Chesna	(863) 519-2562
	Bessie Reina	(239) 519-2656
2	Stephen Browning	(386) 961-7455
3	Olen Pettis	(850) 330-1543
	Maria Showalter	(850) 330-1543
4	Wibet Hay	(954) 777-4573
5	Stephanie Moss	(386) 943-5734
6	Tiffany Gehrke	(305) 470-5308
7	Alex Henry	(813) 975-6405
Turnpike	Daniel Kastelic	(407) 264-3478

B. REFERENCES

Section [20.055\(5\)](#), F.S., Agency Inspectors General

Section [55.03\(1\)](#), F.S., Judgements

Chapter [119](#), F.S., Public Records

Section [215.97](#), F.S., Florida Single Audit Act

Chapter [255.0991](#), F.S., Contracts for construction services

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 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/SUPERSESSSION 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 “Change_Hist” 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 WP04 screen. 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	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					06-06-2018		
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 RESTRICT, 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, the 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 in which the project is physically located. (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	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												

- Version: There are four different work program versions/files (adopted, amended, candidate, and tentative work program development cycle). (See Part II, Chapter 1, Developing, Adopting, and Managing the Work Program, 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						
	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											

- 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 0														
Se1	FP	Fund	FAC	PGM	Area/Typ	Typ	Dis	V	Fyr	Status	Seq	Pay	Estimate	Authorized
-	01	DIH	00			1	41	Y	2018	AUTH	1		10,836,810	10,948,903
Fed Proj: ITS0 212 A														
17,917														
Y 2019 UNAUTH 1 1,998,056														
0														
Y 2020 UNAUTH 1 1,998,056														
0														
Y 2021 UNAUTH 1 2,267,556														
0														
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      a_ 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
(s) 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	da	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: __				
Se1	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			
s	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	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 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: __ Related Items: Y 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

```

WPAPRTS----- 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 (BERNIE X)
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 Samascats 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 8-digit budget category (088712 is one example)
 - To select hurricane categories only, enter storms
 - To exclude hurricane categories, enter stormx
- Press 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 (runs all categories if no input)
- 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

- o Select option 2
- o 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 ==> 1 (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 the 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 weekly. 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/correcting 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 correct 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 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"
      BUDGETING DISTRICT  ===>          (00-08, SW, OR BLANK FOR S/W BY DIST)
      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>Roll Forward Reports</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 -----
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)
8 - TOP MANAGEMENT & LEGISLATURE REPORTS (MENU)
10 - "LIVE" WPA Programmed Cost Report (MADDOG)
    MADDOG is no longer available via TSO. Please use the web application
    https://owpb.fdot.gov/fmreports/Maddog.aspx
13 - Federal Project Reconciliation Report (BILLPRJL)
15 - FUND AND BUDGET ALLOCATION REPORTS (MENU)
16 - CODE TABLE REPORTS (MENU)
    D - Download Dataset (DOWNLOAD)
    E - Edit / Error Reports (MENU)
PDF - Report PDF E-Mailer (MBRPDF )

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

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)
9 - State Funds Summary
11 - Target Analysis Upload (WARNING: THIS IS AN UPDATE PROGRAM!)
    * DO NOT RUN #11 UNLESS YOU INTEND TO UPDATE THE PRODUCTION TARGETS

NOTE: Menu option 4 has no options, and goes directly to report submittal.

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 the 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.

```

BROWSE - OFFLINE STEP6  GO      - Page 2      Line 1      Cols 1-80
COMMAND ==> _          SCROLL ==> SCREEN
08/28/2018 15.44.31
08/28/2018 15.44.08 G1
***DISTRICT: 02
FLORIDA DEPARTMENT OF TRANSPORTATION
OFFICE OF WORK PROGRAM AND BUDGET
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 OFFICE OF WORK PROGRAM AND BUDGET TARGET ANALYSIS					PAGE 1 MBR0402-G1	
2019 - 2023 TARGETS					5 YEAR TOTAL	
19	2020	2021	2022	2023		
---	----	----	----	----	-----	
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):

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

<u>Target Analysis</u>	
Output:	Screen <input type="button" value="v"/>
Submit Type:	<input type="radio"/> Batch Submit <input checked="" type="radio"/> Web Submit
Report Option:	Target Comparison: <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 Programmed Only Reports: <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
Budgeting District:	(Select as Budgeting District) <input type="button" value="v"/>
Projection Level:	(Select a Projection Level Code) <input type="button" value="v"/>
Snapshot:	L = "LIVE" <input type="button" value="v"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	
NOTICE: Web version only allows single Projection Level selections.	

- 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 (REVEST)
  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 ==> L
      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 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>

Resurfacing Monitor

Output Format:	Screen ▾
Program Area:	<input checked="" type="radio"/> Arterial <input type="radio"/> Interstate <input type="radio"/> Turnpike <input checked="" type="checkbox"/> Rollup Rural and Urban
Report:	<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) Show Funds: <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)
District:	Statewide ▾
Snapshot:	Refreshed Every Hour 6:15am-6:15pm ▾

Sample Report

STATEWIDE						
ARTERIAL RESURFACING Program Targets						
Effective Date: 06/15/2020 Time: 08.15.02						
Date Run: 06/15/2020 Time: 08.34.27						

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Funding Allocation						
TOTAL ALLOCATION	\$384,772,368	\$510,880,907	\$694,227,097	\$711,552,000	\$803,831,845	\$850,019,450
DDR	\$96,462,088	\$114,692,302	\$133,165,124	\$162,456,045	\$177,446,446	\$191,673,487
DS	\$138,568,336	\$220,240,509	\$289,576,149	\$251,315,942	\$336,743,286	\$340,773,770
SA	\$89,821,745	\$175,948,096	\$209,241,510	\$203,053,236	\$206,911,484	\$208,712,174
NHRE/ACNP (Concrete)	\$59,920,207	\$0	\$62,244,315	\$94,726,778	\$54,720,784	\$96,552,568
Programmed on Projects						
TOTAL PROGRAMMED ON PROJECTS	<u>\$320,081,724</u>	<u>\$479,130,993</u>	<u>\$653,665,884</u>	<u>\$669,274,344</u>	<u>\$169,588,054</u>	<u>\$49,684,366</u>
DDR	\$87,616,483	\$136,247,473	\$185,973,814	\$211,761,919	\$81,785,315	\$19,725,879
DS	\$32,094,608	\$136,136,461	\$202,755,640	\$194,804,257	\$27,634,682	\$866,839
SA	\$57,926,370	\$125,648,406	\$179,204,294	\$138,903,741	\$26,987,244	\$14,084,128
NHRE/ACNP (Concrete)	\$58,640,667	\$23,909,697	\$62,244,315	\$94,726,778	\$33,180,813	\$13,507,520
Other	\$83,803,596	\$57,188,956	\$23,487,821	\$29,077,649	\$0	\$1,500,000
Programmed in Box						
TOTAL PROGRAMMED IN BOX	<u>\$37,309,629</u>	<u>\$50,244,387</u>	<u>\$59,559,170</u>	<u>\$46,190,093</u>	<u>\$610,848,216</u>	<u>\$828,050,528</u>
DDR	\$11,872,432	\$18,408,460	\$12,035,178	\$8,249,939	\$159,914,098	\$244,207,798
DS	\$6,756,354	\$22,803,614	\$45,775,250	\$37,940,154	\$264,344,283	\$348,580,068
SA	\$9,412,390	\$4,837,426	\$1,400,992	\$0	\$129,365,043	\$138,710,094
NHRE/ACNP (Concrete)	\$66,049	\$4,194,887	\$0	\$0	\$48,650,050	\$96,552,568
Other	\$9,202,404	\$0	\$347,750	\$0	\$8,574,742	\$0
Programmed over/under Funding Allocation						
TOTAL PROGRAMMED OVER/UNDER ALLOCATION	(\$27,381,015)	\$18,494,473	\$18,997,957	\$3,912,437	(\$23,395,575)	\$27,715,444
DDR	\$3,026,827	\$39,963,631	\$64,843,868	\$57,555,813	\$64,252,967	\$72,260,190
DS	(\$99,717,374)	(\$61,300,434)	(\$41,045,259)	(\$18,571,531)	(\$44,764,321)	\$8,673,137
SA	(\$22,482,985)	(\$45,462,264)	(\$28,636,224)	(\$64,149,495)	(\$50,559,197)	(\$55,917,952)
NHRE/ACNP (Concrete)	(\$1,213,491)	\$28,104,584	\$0	\$0	\$27,110,079	\$13,507,520
Other	\$93,006,000	\$57,188,956	\$23,835,571	\$29,077,649	\$8,574,742	\$1,500,000
Lane Miles						
Lane Mile Allocation						
TOTAL ALLOCATION	995	1,168	1,338	1,506	1,594	1,672
Programmed Lane Miles						
TOTAL LANE MILES PROGRAMMED ON PROJECTS	<u>959</u>	<u>1,167</u>	<u>1,383</u>	<u>1,507</u>	<u>331</u>	<u>17</u>
Rural	329	469	505	610	57	2
Urban	631	698	879	897	274	15
Targeted Lane Miles						
TOTAL LANE MILES TARGET BOXED	N/A	N/A	N/A	3	1,252	1,655
Rural Target Box	N/A	N/A	N/A	3	629	856
Urban Target Box	N/A	N/A	N/A	0	623	799
Exceptions						
Exceptions	41	9	(30)	0	0	0
Total Lane Mile Over/Under Allocation	5	8	15	4	(11)	0
Cost Per Lane Mile						
Rural Programmed	\$93,187,906	\$165,650,859	\$223,927,651	\$243,941,205	\$41,854,943	\$9,063,953
Rural Programmed Average	\$283,509	\$353,106	\$443,794	\$400,055		
Rural Allocated	\$391,000	\$401,000	\$412,000	\$424,000	\$436,000	\$449,000
Rural Programmed Average over/under Rural Allocation	(\$107,491)	(\$47,894)	\$31,794	(\$23,945)	(\$436,000)	(\$449,000)
Urban						
Urban Programmed	\$226,893,818	\$313,480,134	\$429,738,233	\$425,333,139	\$127,733,111	\$40,620,413
Urban Programmed Average	\$359,758	\$449,404	\$488,956	\$474,206		
Urban Allocated	\$463,000	\$475,000	\$488,000	\$502,000	\$517,000	\$532,000
Urban Programmed Average over/under Urban Allocation	(\$103,242)	(\$25,596)	\$956	(\$27,794)	(\$517,000)	(\$532,000)

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, and funds with allocation type 4). 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, and funds with allocation type 4).

FEDERAL FUNDS WITH \$1-100 AND ZERO COMMITMENTS (EXCL BOXES AND WHEN NO PRIOR YEAR HAS STATUS 4, 5, 6, FUNDS WITH ALLOC. TYPE 4)

NON-FED FUNDS WITH \$1-100 AND ZERO COMMITMENTS (EXCL BOXES AND WHEN NO PRIOR YEAR HAS STATUS 4, 5, 6, FUNDS WITH ALLOC. TYPE 4)

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 or small county 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 PHASE 48 (EXCL. BOXES)

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 1 provides a listing of projects in an item status 003 (dropped) that have commitments greater than zero. Report 2 provides a listing of projects in an item status 003 (dropped) where the phase status is not equal to 3 (deleted). Report 3 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 - EDITLFL**

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), and item groups MIC & PFS. Report 3 provides a listing of Freight, Logistics & Passenger Operations projects that are programmed without an appropriate match, excluding contract class 8 (boxes) and SIB and DUCA funds. If the project is programmed with program number 15 (FTA Section 5303) or 19 (FTA Section 5313) and has DPTO funds, look for an appropriate match. Projects programmed with program numbers 15 or 19 and do not have DPTO funds are excluded.

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 (MULTIMODAL) 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 & DUCA FUND CODE)

DPTO FUND CODE WITH PROGRAM NUMBERS 15 OR 19 (EXCL. PROGRAM NUMBERS 15 OR 19 WITHOUT DPTO 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 THAN 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.

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 (Public Lands Highways) and FLAP (Federal Lands Access Program) funds. The report is sorted by work mix.

ITEMS WITH NO ROADWAY - BY WORK MIX (TRANSYS 01-07 AND 16 WITH CONCLASS 1, 2, 5, 7, 9 ONLY; EXCL COUNTY 99, PHASE GROUP 7, AND PLH & FLAP.

Roadways are required on projects with Transportation Systems 01 through 07 and 16 with the following exclusions:

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. Report 4 is no longer active. Report 5 provides a listing of projects with bridge replacement work mixes without program 03. Report 6 provides a listing of projects with bridge repair work mixes without program 04. Report 7 provides a listing of projects with “BR++” fund group and program number 43 without inspection work mixes. Reports 5,6,7 exclude boxes, pg.93 “SCOP”, pg.94 “SCRAP”, Suntrail project, Hurricane projects, pg.44 “emergency structure repair”, item status 070 “contract executed” and beyond.

ITEMS W/BRIDGE WORK MIX WITH NO BRIDGENO (EXCLUDING TRANSYS 06 and TRANSYS16 WITH WORK MIX 0328; EXCLUDING HURRICANE PGM#; EXCL WORK MIX 0020, 0027, 0329, 0330, 0331).

ITEMS W/BRIDGE FUNDS BUT NO BRIDGE NO.

ITEMS NOT ON TRANSYS ‘16’ WITH BRZ. FUNDS

ITEMS WITH BRIDGE REPL WORK MIX AND PGM# NOT EQUAL TO 03

ITEMS WITH BRIDGE REPAIR WORK MIX AND PGM# NOT EQUAL TO 04

ITEMS WITH BR++ FUNDS AND PGM# 43 AND NO INSPECTION WORK MIX

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 (EXCL COUNTY 99 AND HURRICANE PGM#)

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. All reports exclude item status 100.

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 HURRICANES/STORMS/EMERGENCIES ITEMS

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:

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

ITEMS WITH ACNH/NH or ACNP/NHPP/NHEX/NHRE FUNDS AND NO NHS ROADWAY

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'

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 listed 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.

ITEMS WITH SFO ITEM GROUP AND FEDERAL FUNDS ON ANY PHASE

ITEMS WITH SFO ITEMS GROUP AND HAVE RELATED ITEMS WITH NO SFO ITEM GROUP

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 (EXCL CONTRACT CLASS 4)

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.

POED FUND CODE NOT PAY SEQUENCE 1

POED FUND CODE PRESENT AND STATE FUNDS NOT PAY SEQUENCE 2

POED FUND CODE PRESENT AND-LF FUNDS NOT PAY SEQUENCE 3

POED FUND CODE PRESENT AND-FEDERAL FUNDS ON SAME FINPROJ

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, SISG, 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,' 'SISG,' '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

INTERMODAL PROJECTS WITH INCORRECT WORK MIX

SEAPORT PROJECTS WITH INCORRECT WORK MIX

FLP 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 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

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 ESTIMATE 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, excluding projects with a 5X phase and CIGP, TRIP, SCP, SCRA, or GRSC funds. 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 ACSS AND HSP FUND CODES AND NO SFA1, SFA2 SFA3, SFA4, SFA5, SFA6, SFA7, SFA8, SFA9, CTST, HEBC, SKID, SCES ITEM GROUP

Work program instructions reference: Programming Guidelines; Safety

- **EDIT #41 - EDITSUNT**

Purpose: To identify SUNTrail projects with the incorrect 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 – EDITDDR**

Purpose: To identify projects with DDR funds with a remaining percentage on districtwide county breakout in WP23.

Description: When using DDR funds on a project, the allocation percentage of DDR funds must be assigned to specific counties. To correct this edit, the usage (%) of the DDR funds must be allocated within the WP23 screen, to specific counties with no funding remaining on the District/State-wide (County 99) option.

ITEMS WITH CO 99 AND DDR FUNDS WITH % ON DISTRICT-WIDE ON WP23

Work Program Instructions Reference: Schedule A: Work Program Fund Allocation Process

- **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

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 and item status 100 – Line Item Completed. 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 and item status 100 – Line Item Completed.

ITEMS WITH TRIP FUNDS AND NO 'LF', 'LFP', 'LFF', 'LFR' OR 'XU++' FUNDS (EXCLUDING ITEM GROUP 'WAIV') (EXCLUDING BUD DIST '31')(EXCLUDING ITEM STATUS 100)

ITEMS WITH LF, LFF, LFP, LFR PLUS SIBG AND XU++ FUNDS TOTAL LESS THAN THE 'TRIP' AMOUNT (EXCLUDING ITEM GROUP 'WAIV') (EXCLUDING BUD DIST '31')(EXCLUDING ITEM STATUS 100)

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. Project Cost Redistribution (XC) phases are excluded.

WPA VS RCI TRANSPORTATION SYSTEM INCONSISTENCIES (excl. XC phases)

Work program instructions reference: Programming Guidelines; Location Information for Roadways and Bridges

- **EDIT #47 – EDITGF**

Purpose: To identify projects with Federal General Funds (GF) programmed for use on non-allowable activities and/or projects not classified as part of the Federal Aid System.

Description: The “activities eligible” under, 133(b)(1)(a) of title 23 USC, pursuant to the Department of Transportation Appropriations Act, 2018, through public law 115-141 would only include: Construction of Highways, Bridges, and Tunnels, that are functionally classified as part of the Federal Aid System; and off-system Bridges (except for new bridges or tunnels at new locations). Construction is defined by 23 USC 101(a)(4) as 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. Program FAC of Z970, Z971, Z972, Z973, Z918, Z919, Z920, Z921, or Z922 to clear an edit for projects that are programmed with FFY2021 GF.. allocations. The FFY2021 eligibilities were expanded to include any project under 23 USC 133(b), and special eligibilities for availability payments, debt service payments, and other revenue losses, etc.

Work Program Instructions Reference: Programming Guidelines; Part IV, Chapter 1: Overview of Major Programs.

- **EDIT #48 – EDITERX9**

Purpose: To prevent the condition which allows indirect costs on ER projects from being accumulated onto one X9 indirect phase.

Description: Report 1 identifies ER projects that could have multiple Federal Aid Numbers assigned to the same Financial Project Phase Group, with sequences in the range of 02-89. Currently the direct costs will have indirect costs accumulated from sequences on the same item/Segment/phase sequences 01-89 distributed to a single x9 phase, sequence 01. To avoid the edit, reprogram the additional sequences as 90-99, which will programmatically allow the costs to be allocated and distributed to the individual sequences in a one to one relationship, where indirect costs will be distributed to x90-99 sequences.

EMERGENCY ITEMS WITH MORE THAN ONE FEDERAL AID NUMBER AND SEQ02-89

Work program instructions reference: Programming Guidelines: Part IV, Chapter 2: Financial Provisions.

- **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.

DPTO FUNDS THAT ARE NOT EITHER TRANSPORTATION SYSTEM 08-11, 15 OR PGM 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: Reports 1-3 identify projects funded with SCRA, SCRC, SCOP, GRSC, and CIGP funds that are not programmed with a correct program number. Report 4 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; Small County Outreach Program

- **EDIT #58 – This edit report is no longer available.**
- **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 BEYOND 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 PHASE '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 21st 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

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- 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 in accordance with 23 U.S.C. 217. The project or activity must be associated with an NHS facility.
 - Highway safety improvements on the NHS
 - Capital and operating costs for traffic and traveler information, monitoring, management, and control facilities and programs. The project or activity must be associated with an NHS facility.
 - 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 where the work is associated with an NHS facility.
 - Environmental restoration and pollution abatement. The project or activity must be associated with an NHS facility.
 - Control of noxious weeds and establishment of native species, that are associated to an NHS facility.
 - 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. 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

TIFIA subsidy and administrative costs. Upon request of a State and subject to the approval of the Secretary, if Transportation Infrastructure Finance and Innovation Act (TIFIA) credit assistance is

approved for an NHPP-eligible project, then the State may use NHPP funds to pay the subsidy and administrative costs associated with providing Federal credit assistance for the project. 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)]

8. MODIFICATIONS TO THE NATIONAL HIGHWAY SYSTEM

(A) In general, the USDOT Secretary may make any modification to the National Highway System, including any modification consisting of a connector to a major intermodal terminal or the withdrawal of a road from that system, that is proposed by a State if the Secretary determines that the modification—

- (i) meets the criteria established for the National Highway System under this title after the date of enactment of the MAP–21; and
- (ii) (I) enhances the national transportation characteristics of the National Highway System; or
(II) in the case of the withdrawal of a road, is reasonable and appropriate.

(B) Cooperation.

- (i) In general. In proposing a modification under this paragraph, a State shall cooperate with local and regional officials.

(ii) Urbanized areas. In an urbanized area, the local officials shall act through the metropolitan planning organization designated for the area under section 134.

D. SURFACE TRANSPORTATION BLOCK GRANT PROGRAM

1. PROGRAM PURPOSE

The FAST Act converts the long-standing Surface Transportation Program (STP) into the Surface Transportation Block Grant (STBG) 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 FFY2015) is to be obligated in the following areas in proportion to their relative shares of the state's population. Beginning in FFY2016 the percentage increases by one percent each year until it reaches 55% in FFY2020.
 - 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:

Distribution Area	Transportation Management Area
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

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.

a. 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

b. 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_{2.5} 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_{2.5} nonattainment and maintenance areas. PM_{2.5} set-aside funds may be used to reduce fine particulate matter emissions in a PM_{2.5} 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 HSP.

ACLD - Advanced Construction of Safety Lane Departure projects and converts to HSP.

- 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.

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- 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 1st 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.

Please see the following directive for additional details on [Fund Transfers to Other Agencies and Among Title 23 Programs \(Order 4551.1\)](#): 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 purpose of the National Highway Freight Program is to improve the efficient movement of freight on the National Highway Freight Network. This involves:

1. Investing in infrastructure and operational improvements that strengthen economic competitiveness, reduce congestion, reduce the cost of freight transportation, improve reliability, and increase productivity;

2. Improving the safety, security, efficiency, and resiliency of freight transportation in rural and urban areas;
3. Improving the state of good repair of the NHFN;
4. Using innovation and advanced technology to improve NHFN safety, efficiency, and reliability;
5. Improving the efficiency and productivity of the NHFN;
6. Improving State flexibility to support multi-State corridor planning and address highway freight connectivity; and
7. Reducing the environmental impacts of freight movement on the NHFN.

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 develop a state freight investment plan before obligating any funds. NHFP funds may be obligated for projects that are on the National Highway Freight Network. A State may not obligate NHFP funds apportioned to the State unless the State has developed a State Freight Plan (SFP) in accordance with 49 U.S.C. 70202. Projects must be identified in the Statewide Transportation Improvement Program (STIP)/Transportation Improvement Program (TIP) and consistent with the Long-Range Statewide Transportation Plan and the Metropolitan Transportation Plan(s). In addition, the project must be an eligible project type as established in 23 U.S.C. 167 (i)(5).

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. ELIGIBLE ACTIVITIES

Eligible uses of program funds are as follows:

1. Development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work, and other preconstruction activities.
2. 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.
3. Intelligent transportation systems and other technology to improve the flow of freight, including intelligent freight transportation systems.
4. Efforts to reduce the environmental impacts of freight movement.
5. Environmental and community mitigation for freight movement.
6. Railway-highway grade separation.
7. Geometric improvements to interchanges and ramps.
8. Truck-only lanes.
9. Climbing and runaway truck lanes.
10. Adding or widening of shoulders.
11. Truck parking facilities eligible for funding under section 1401 (Jason’s Law) of MAP-21.
12. Real-time traffic, truck parking, roadway condition, and multimodal transportation information systems.
13. Electronic screening and credentialing systems for vehicles, including weigh-in-motion truck inspection technologies.
14. Traffic signal optimization, including synchronized and adaptive signals.
15. Work zone management and information systems.
16. Highway ramp metering.
17. Electronic cargo and border security technologies that improve truck freight movement.
18. Intelligent transportation systems that would increase truck freight efficiencies inside the boundaries of intermodal facilities.
19. Additional road capacity to address highway freight bottlenecks.
20. Physical separation of passenger vehicles from commercial motor freight.
21. Enhancement of the resiliency of critical highway infrastructure, including highway infrastructure that supports national energy security, to improve the flow of freight.
22. A highway or bridge project, other than a project described above, to improve the flow of freight on the NHFN.

23. Any other surface transportation project to improve the flow of freight into and out of an eligible intermodal freight facility. [23 U.S.C. 167(i)(5)(C)]
24. Diesel retrofit or alternative fuel projects under the Congestion Mitigation and Air Quality Improvement program (CMAQ) for class 8 vehicles.
25. Conducting analyses and data collection related to the NHFP, developing and updating freight performance targets to carry out section 167 of title 23, and reporting to the Administrator to comply with the freight performance target under section 150 of title 23. [23 U.S.C. 167(i)(6)]

7. FUNDING ALLOCATION AND APPROVAL PROCESS

The Department's NHFP funding process has a quarterly estimate update component and a yearly submission component completed by Work Program, the Freight and Multimodal Operations (FMO) Office and the District Freight Coordinators (DFCs). Refer to the FMO Handbook for details.

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 be 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 81.93% (including sliding scale).

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. Soft matching with toll credits 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 includes 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:

Distribution Area	Transportation Management Area
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)]. In Florida, the Recreational Trails Program is administered by FDEP. FDOT approves the NEPA documents and FDEP ensures applicant compliances with any commitments made during the NEPA process.
- 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.

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 1st).

The FAST Act continued the Recreational Trails Program.

Note: Florida opted out of the recreational trails program for FFY2013, 2014 and 2015. New projects continued to be authorized during the period of time from prior year funds that were still available. However, beginning in fiscal year 2016 Florida has elected to continue the Recreational Trails Program. FDEP and FDOT have continued with the program since 2016.

Solicitation and management of RECT projects is administered by Florida Department of Environmental Protection (FDEP). FDOT authorizes an annual priority list of projects on behalf of FDEP. Additional authorizations will occur throughout the year as NEPA documents are approved for each project on the FDEP approved priority list.

Under NEPA Assignment, FDOT is responsible for approval of the recreational trails environmental document(s) approval.

FDEP ensures compliance by the applicant regarding any NEPA commitments made in support of FDOT's NEPA approval.

FDEP invoices FHWA directly for reimbursement.

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. Soft-matching with toll credits 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 for existing project authorized through Eastern Federal Lands Highway Division.

FLAP work program fund has been established for new projects where the funds are allocated to FMIS for obligation.

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 or FLAP funded projects for the Federal Lands Access Program.

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. FERRY BOAT AND FERRY TERMINAL FACILITIES PROGRAM

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. When the ferry boat discretionary program was eliminated, it was replaced by a formula driven program. The formula ferry boat program was continued in the FAST Act.

1. WPA FUND CODES

Use the FBD fund code for the FHWA formula ferry boat program.

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. However, the FAST Act modifies that formula, giving greater weight to the number of passengers carried by ferry systems. The formula is now:

- 35% based on the number of ferry passengers, including passengers in vehicles, carried by each ferry system;
- 35% based on the number of vehicles carried by each ferry system; and
- 30% based on the total route nautical miles serviced by each ferry system. 23 U.S.C. 147(d).

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

Ferry Boat formula funds from FHWA are eligible for:

- Construction of ferry boats and ferry terminal facilities within Florida or improvements to existing ferry boat/terminals.
- Funds may only be used for capital improvements to the boat or dock facilities. Operational costs such as fuel and boat crew/captain salaries are not eligible for this program.
- 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. Leased boats may still be eligible for the program if the rates and management of the ferry are under the control of a public entity such as a state or national park.
- 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.
- Please use allocation type 6 for programming of projects that will be directly allocated to FTA.
- Use allocation type 1 for grant disbursement agreements that are budgeted for reimbursement of a sub-recipient.
- Funds should be allocated directly from FHWA to the administering agency whenever possible.

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 addition 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
INFRASTRUCTURE FOR REBUILDING AMERICA (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 of 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

If a non-FDOT applicant receives an award, recipients will be encouraged to administer the grant as a direct recipient of the award for which they applied. Programming will be accomplished as allocation type 4, non-budgeted for TIP/STIP purposes only.

- Non-FDOT applicants may be able to request FDOT assistance in administering the grant with District Secretary concurrence and approval by at least one Assistant Secretary of FDOT.

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 within the project’s lifecycle.
- 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 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. BUILD (BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT) TRANSPORTATION DISCRETIONARY GRANTS PROGRAM (FORMERLY KNOWN AS TIGER)

1. WPA FUND:

Use **TGR** work program funds code for funds that will be authorized with FHWA.

- Program as allocation type 1 for FDOT budgeted items where FDOT is the applicant or has agreed to help administer the grant on the recipient's behalf.

Use **TIGR** if Federal Transit Administration (FTA) or other federal agency such as Maritime Administration (MARAD) is the lead.

- Program as TIGR with allocation type 4 (non-budgeted) for TIP/STIP purposes. Use this fund code allocation type if the non-FDOT applicant will be a direct recipient.

For information on this U.S. Department of Transportation (DOT) program, see the Build Discretionary Grants website at: <https://www.transportation.gov/BUILDgrants>. This site also contains information on the former TIGER program. BUILD is very similar to TIGER and the Work Program fund code for both programs is the same. See the referenced website for specifics as the Notice of Funding Opportunity (NOFO) can change the eligibilities and timeframes for each application cycle that is announced in the Federal Register.

V. GENERAL FUND (GF) HIGHWAY INFRASTRUCTURE PROGRAM FUNDING (TEMPORARY SECTION TO BE SUNSET WHEN NO LONGER APPLICABLE)

FHWA has posted additional funds from the 2021 General Fund (GF) for the Highway Infrastructure Program apportionment. These same work program funds are also being used for the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 - HIP-CRRSAA funds.

The 2020 General Fund (GF) Highway Infrastructure Program apportionment may be used for Rail-Highway Crossing Safety Improvements within the existing GFSU, GFSA, GFSL and GFSN fund codes already established and allocated for Construction of Highways, Bridges, and Tunnels; and for the elimination of hazards and the installation of protective devices at railway-highway crossings; and for improvements to provide necessary charging infrastructure along corridor-ready or corridor-pending alternative fuel corridors designated pursuant to 23 U.S.C. 151.

The 2019 General Fund Highway Infrastructure Program apportionment added Rail-Highway Crossing Safety Improvements as an eligible activity for the elimination of hazards and the installation of protective devices at railway-highway crossings.

The 2018 GF apportionment was only for Roads, Highways, and Bridges on the federal aid highway system (or bridges at any location on a public road).

1. 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). FOR THE BRIDGE TO BE ELIGIBLE FOR FUNDING, IT MUST BE LOCATED ON A PUBLIC ROAD THAT IS OPEN TO TRAFFIC. WPA FUND CODE

<p>Program with the appropriate Federal Appropriation Category (FAC) so that the year of lapse and eligibilities for each round can be readily known. Plan to use the oldest FAC first to prevent the risk of lapsing the older funds. It is important to program the correct Federal Appropriation Category (FAC) due to the eligibility of these funds becoming more flexible over time. <u>Work Program Fund Code</u></p>	<p><u>Description</u></p>	<p><u>Federal Appropriation Category (FAC)</u> <u>FFY2018 lapse if not obligated by 9/30/2021 (use 1st)</u></p>	<p><u>FAC FFY2019 lapse if not obligated by 9/30/2022 (use 2nd)</u></p>	<p><u>FAC FFY2020 lapse if not obligated by 9/30/2023 (use 3rd)</u></p>	<p><u>FAC FFY2021 lapse if not obligated by 9/30/2024 (use 4th)</u></p>
<p>GFSA</p>	<p>General Fund - STPBG (Any Area)</p>	<p>2004</p>	<p>Z904</p>	<p>Z909</p>	<p>Z918 Z970</p>

Work Program Instructions
Tentative Work Program – FY 21/22-25/26

September 18, 2020
Revised April 1, 2021

GFSU*	General Fund - STPBG >200K (Urban). Special eligibilities (such as availability payments, debt service, or loss of revenue) use FAC Z973** (Coronavirus Response and Relief Supplemental Appropriations Act, 2021 - HIP-CRRSAA funds)	Z005*	Z905*	Z910*	Z919* Z972* (parent) Z973** (child code-special eligibilities). Please coordinate with CO-FAMO prior to using funds for any of the special eligibilities.
GFSL	General Fund - STPBG <200K >5K (Small Urban)	Z006	Z906	Z911	Z920
GFSN	General Fund - STPBG <5k (Rural)	Z007	Z907	Z912	Z921
GFBR	General Fund - Bridge Repair and Replacement (will be allocated to a bridge project by statewide programs)	N/A	N/A	Z913	Z922
GNFP (new)	General Fund – National Highway Program – special eligibilities (Coronavirus Response and Relief Supplemental Appropriations Act, 2021 - HIP-CRRSAA funds)	N/A	N/A	N/A	Z970 (parent) Z971 (child code) Child code is used for Special eligibilities only. Contact CO-FAMO before using child code

*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.

** Please coordinate with CO-FAMO prior to using funds for any of the special eligibilities.

Area Description

- 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 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 Public Transportation Grant Agreement (if the project/agreement is considered a vendor agreement), when a service is being provided to the Department 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

- Item Group: Use SUBR – “Subrecipient Agreement”. This item group should be added to all externally managed projects
- 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.

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>
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PART IV - CHAPTER 6: AUTHORIZING FEDERAL PROJECTS WITH FEDERAL HIGHWAY ADMINISTRATION

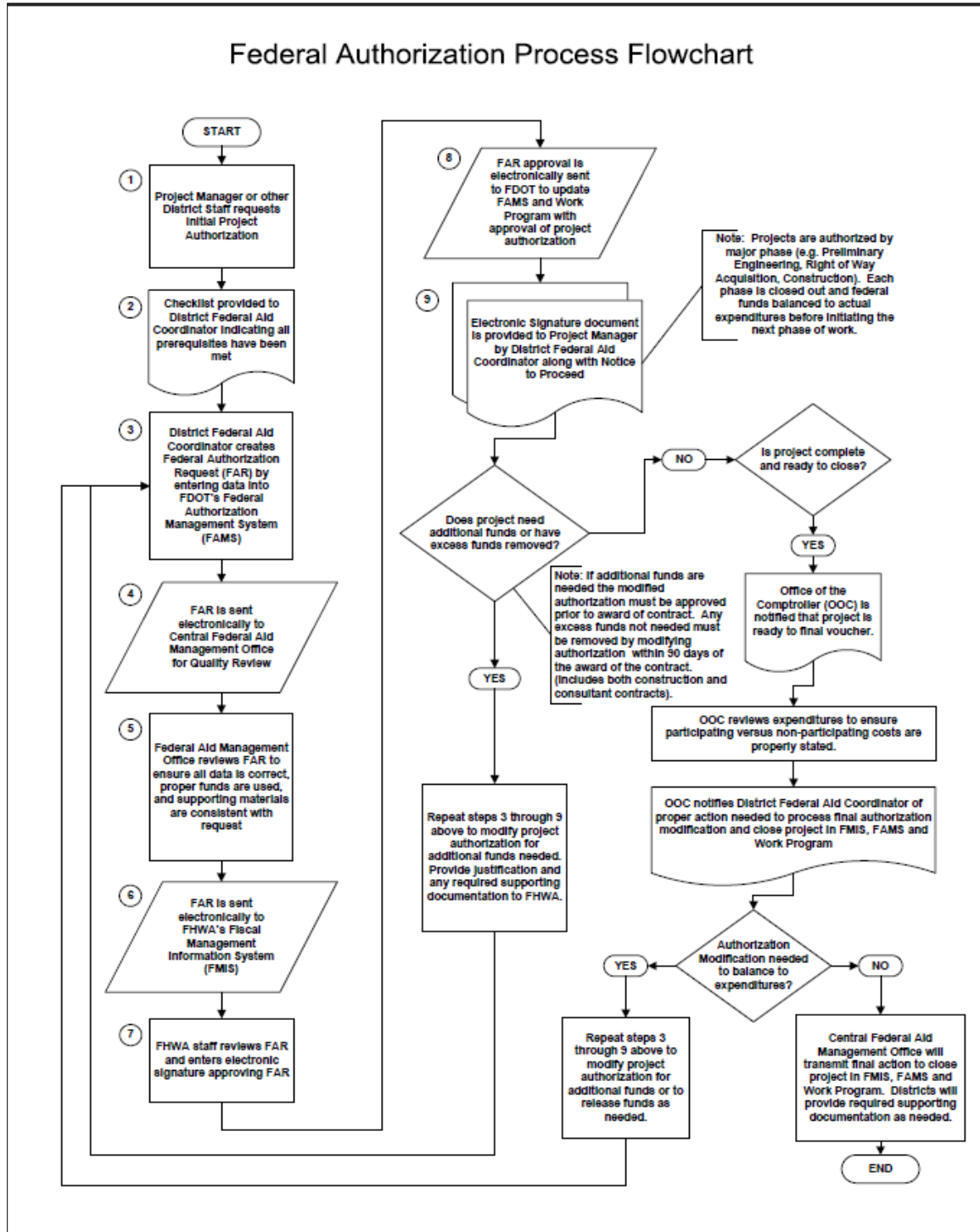
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PART IV - CHAPTER 6: AUTHORIZING FEDERAL PROJECTS WITH FEDERAL HIGHWAY ADMINISTRATION

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 (1st digit of phase). The work program phase types (2nd 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	2021	DDR	State	4,661,590
56	01	2021	NHRE	Federal	7,276,894
57	01	2021	DS	State	3,524,180
59	01	2021	DIOH	State	148,239
61	01	2021	ACSA	Federal	35,500
62	01	2021	ACSA	Federal	1,489,762
69	01	2021	DIOH	State	310

- 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.
- Associate state funded indirect costs to the federal project using improvement type ‘Administration’ in FAMS. If Transportation Alternative funds are being associated, use Improvement type ‘Other’.

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.

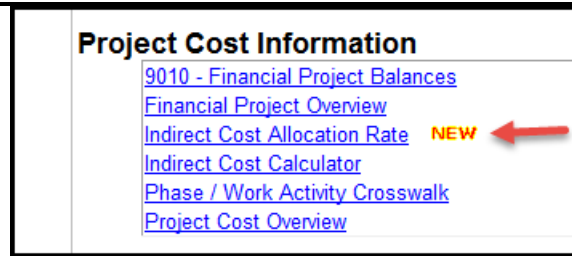
CFDA#	Program Title	Federal Agency	Type of Assistance	Comments
20.205	Highway Planning and Construction	FHWA	Formula Grants & Project Grants	This covers almost all of our FHWA administered funds. Exceptions are shown below.
20.200	Highway Research and Development	FHWA	Project Grants	This covers discretionary 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 # E191-128 which returned a rate of zero:

Indirect Cost Allocation Rate

A screenshot of a web form for "Indirect Cost Allocation Rate". The form has a dropdown menu for "Output Format" set to "Screen". Below that is a section for "Federal Project" with two input fields containing "e191" and "128". A radio button is selected for "Federal Project". At the bottom, there is a checked checkbox labeled "Return Maximum Rate for Earliest Authorized Date".

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.

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.
- FDOT issued guidance to use **14 months after the Contract end date as the Period of Performance end date**, as [Federal Aid Technical Bulletin 15-01](#), which contains additional examples if needed.

Key components (time periods) for determining the Federal Aid Project Period of Performance End Date include the following timeframes:

- 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.

F. GRANT DISBURSEMENT AGREEMENT (GD)GDAUTHORIZING 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 HPO#-xxx where the # is representative of the district and “xxx” is the Improvement Number as the next sequential number available. Central office will utilize HPO9-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-057 with an FPN phase 11 should be established to end at the state federal fiscal year end 6/30/2020. 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 7/1/2020 to 6/30/2021.

Example 2:

An FAP No. such as HP57-001 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 HP58-001 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

PL funds are available for MPOs to carry out the metropolitan transportation planning process required by 23 U.S.C. 134, including development of metropolitan area transportation plans and transportation improvement programs. Eligible activities include conducting inventories of existing routes to determine their physical condition and capacity, determining the types and volumes of vehicles using these routes, predicting the level and location of future population, employment, and economic growth, and using such information to determine current and future transportation needs. Under 23 U.S.C. 134, MPOs are responsible for developing, in cooperation with the State and affected transit operators, a long-range transportation plan and a transportation improvement program (TIP) for the area. Both the plan and the TIP must be fiscally constrained. The TIP also must be prioritized, and consistent with the transportation plan, and must include all projects in the metropolitan area that are proposed for funding with either Title 23 or Federal Transit Act (Title 49, U.S.C., Chapter 53) money.

- Any supplemental funds must be identified in the UPWP. As referenced in Part IV Chapter 5, an amendment to the UPWP that meets the criteria for a formal TIP/STIP amendment must be submitted through FDOT's STIP amendment application for documentation purposes. District MPO Liaisons will coordinate with the MPO to concurrently process the UPWP Amendment with the TIP/STIP Amendment. If the amendment to the UPWP does not meet the criteria for a formal TIP/STIP amendment, it is processed as a modification and the documentation should be uploaded to Office of Policy Planning MPO Document Portal. All funds in the UPWP must be programmed on the same item as the PL funds with a new sequence for each type of non-PL FHWA federal funds so that the supplemental funds can be tracked.

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. See also the [MPO Program Management Handbook](#) on FDOT's Office of Policy Planning, SharePoint site: <https://www.fdot.gov/planning/Policy/documents.shtm>

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: R/W 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
				S & A FEE PROPERTIES SPE 2, LLC., A DELAWARE LIMITED LIABILITY COMPANY	OPEN	04/10/2006						\$,00
			0103	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
				HELIKA PROPERTIES, A FLORIDA GENERAL PARTNERSHIP	OPEN	04/10/2006						\$,00
			0104	FLORIDA POWER CORP	OPEN	04/10/2006						\$,00
				SANDELMAN, JEFFREY, AS TRUSTEE OF THE SABROOKE TRUST	OPEN	04/10/2006						\$,00
			0105	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
				KULACH, STANLEY AND ANNA KULACH, HUSBAND AND WIFE	OPEN	04/10/2006						\$,00
			0106	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
				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.)

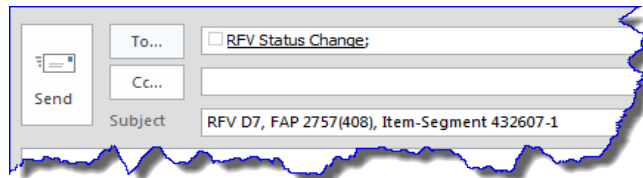
Steps to complete before notifying the Office of Comptroller that the project is ready to enter the Final Voucher Audit process:

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.

Documents Needed for Closing Federal Aid Projects Federal Aid Management Office			
Phase	Description	Final Acceptance Form	Final Closing Documents
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	<u>YES</u>	<u>YES</u>
54	Construction Grant JPA	<u>YES</u>	NO

Work Program Instructions
Tentative Work Program – FY 21/22-25/26

September 18, 2020
Revised April 1, 2021

56	Utility	NO	NO
57	Rail	NO	NO
58	Construction Grant LAP (not FHP)	<u>YES</u>	<u>YES</u>
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	<u>YES</u>	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	<u>YES</u>	NO
ER	Emergency Relief Permanent Construction (ph 5X)	<u>YES</u>	<u>YES</u>
ER	Emergency Relief Permanent Non-construction	NO	NO
ER	Emergency Relief LAP or JPA	<u>YES</u>	NO
ER	Emergency Relief Maintenance consultant	<u>YES</u>	NO
HR / HP	Highway Planning and Highway Research	NO	NO
PL	Metropolitan Planning Orgs.	NO	<u>YES</u>
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 (LAP) projects have a different Closing Document Package than regular construction projects. Previously referenced in Federal Aid Technical Bulletin 12-01, please refer to:

[LAP Manual Chapter 23, Section 23.10.1](#)

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](#).
- FHWA authorization of 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 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 District Federal Aid Coordinators prepare the Federal Authorization Request (FAR) and submit to FAMO for review authorization, and the authorization process is completed in the same manner as for regular construction projects. Once Central Office has completed review of the project in FAMS, the project will be certified and transmitted to FHWA for approval in FHWA’s Fiscal Management Information System (FMIS). Projects approved and electronically signed by FHWA in FMIS will be updated in FDOT’s system, as part of an overnight batch process, as approved the following morning.

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 outlined in FDOT’s Local Agency Program Manual:

<https://www.fdot.gov/programmanagement/LAP/LAP-TOC.shtm>

- 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 district federal aid coordinator will place the date of the District LAP Administrator/Designee signature on the “Local Agency Program (LAP) Checklist for Construction Contracts (Phase 58)- Federal Requirements” in the “LAP Project Check List” field in Federal Authorization Management System (FAMS) which has been designed to store this information. This information will also be transmitted to FHWA as a state defined field in FMIS to indicate that the Department has reviewed the Contractual documents for the most common state and federal requirements for federally funded construction. The Local Agency is responsible for compliance with all local, state, and federal requirements.

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 with federal funds must be in conformance with FDOT’s Systems Engineering And Intelligent Transportation Systems (ITS) Architecture Procedure [750-040-003](#) including the following highlights from FHWA:

- FDOT/MPOs must demonstrate appropriate use of and adherence to the regional ITS architecture to guide the project.
- The project must be based on a System Engineering (SE) analysis that should be at a scale commensurate with the project scope.
- The project must indicate which portion of its respective Regional ITS Architecture (RITSA) it intends to fulfill.
- The project must be identified in the RITSA sequence of projects for implementation.
- Feedback from the project must be provided to update the RITSA, where such project-level detail may consequentially become inconsistent with the RITSA.

- Results of post implementation validation corresponding to the system ConOps must be used to determine the extent to which the project fulfills its intent in the RITSA, and to refine the RITSA and the associated ITS implementation plans as necessary.

For projects that have an ITS item group programmed, the following comment will be appended to the state remarks when the project is submitted to Review for authorization of federal funds, 'CONFORMS TO FDOT ITS TOPIC PROCEDURE 750-040-003'. Projects that are not considered ITS should not use this item group.

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](#). 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 de-obligated.

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

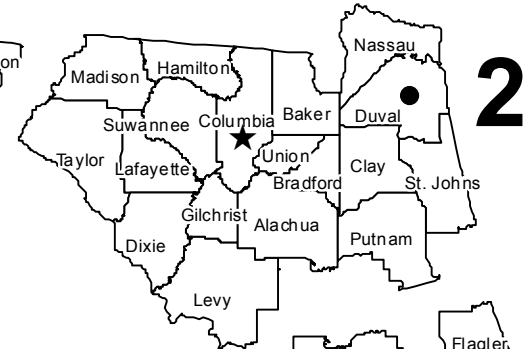
FHWA has approved authorizing the estimated fuel/bituminous overruns that are expected to occur over the lifecycle of a construction project. These will be tracked by pay item and Activity 209 and will periodically be adjusted to actual amounts as other modifications to the project are needed. This should 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.



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DISTRICT 1

- 01 Charlotte
- 03 Collier
- 04 DeSoto
- 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

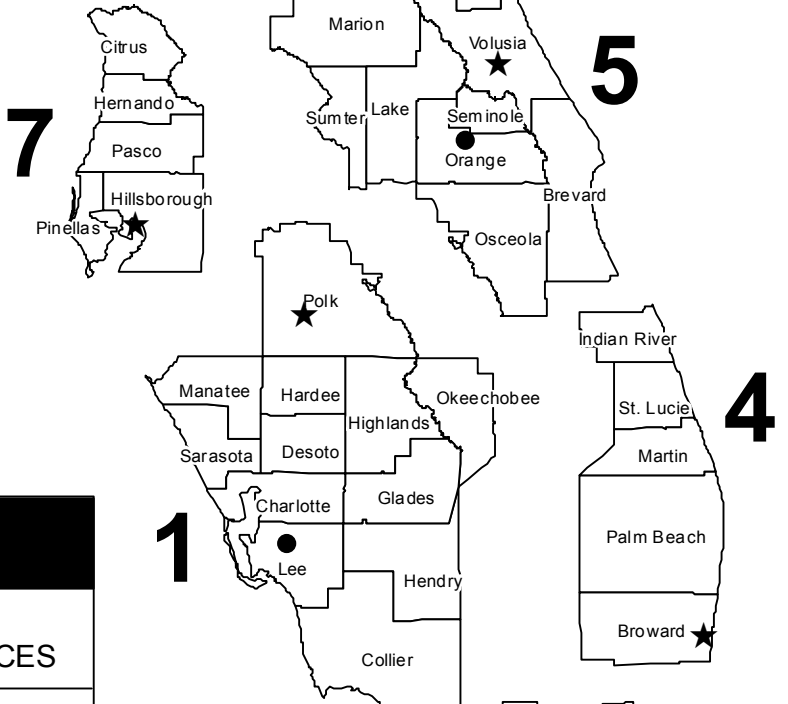
- 86 Broward
 - 88 Indian River
 - 89 Martin
 - 93 Palm Beach
 - 94 St. Lucie
- DISTRICT 5**
- 70 Brevard
 - 73 Blagler
 - 11 Lake
 - 36 Marion
 - 75 Orange
 - 92 Osceola
 - 77 Seminole
 - 18 Sumter
 - 79 Volusia

DISTRICT 6

- 87 Miami-Dade
- 90 Monroe

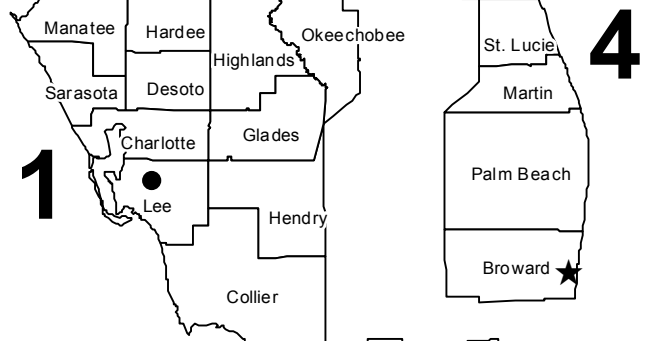
DISTRICT 7

- 02 Citurs
- 08 Hernando
- 10 Hillsborough
- 14 Pasco
- 15 Pinellas



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DEPARTMENT OFFICES

CENTRAL OFFICE	DISTRICT HEADQUARTERS	DISTRICT URBAN AREA OFFICES
<ul style="list-style-type: none"> ■ - Tallahassee 	<ul style="list-style-type: none"> ★ District 1 - Bartow District 2 - Lake City District 3 - Chipley District 4 - Ft. Lauderdale District 5 - DeLand District 6 - Miami District 7 - Tampa 	<ul style="list-style-type: none"> ● District 1 - Ft. Myers District 2 - Jacksonville District 3 - Tallahassee - Pensacola District 5 - Orlando
<p align="center">Florida's Turnpike Enterprise - Ocoee</p>		