

| Work Program Instruction Changes | | | | |
|------------------------------------|----------------------------------|---|--------------|------------|
| Tentative Work Program FY22 - FY26 | | | | |
| Chapter No. | Chapter Name | Description | Date Revised | Supplement |
| Part II/Ch. 3 | Responsibilities for Development | C: Updated phone number for Chris Bratton. | 12/14/2020 | 1 |
| Part III/Ch. 1 | Administration | D(2)b: Removed information about the MNTI (moved to section 5) and TOSP target, replaced with information about the TOTI and TOTR target. Removed section 7 regarding the PECN target. | 12/14/2020 | 1 |
| Part III/Ch. 10 | Emergencies | D(3)b: Added revision date for the Programmatic Agreement. F(1): Changed the asterisks under the matrices so the reference is clearer. | 12/14/2020 | 1 |
| Part III/Ch. 19 | Location Information | D: Fixed word 'loner' to 'longer'. | 12/14/2020 | 1 |
| Part III/Ch. 20 | Maintenance | A(2)a: Matrix on page 3 has been updated to remove the reference to Service Patrol as this has been moved to the TSMO Chapter. | 12/14/2020 | 1 |
| Part III/Ch. 23 | Preliminary Engineering | C(1): Removed language regarding PE Consultant targets as they no longer exist. | 12/14/2020 | 1 |
| Part III/Ch. 27 | Resurfacing | A(1): Updated the programming date for lane mile allocations for FY22 and FY23 from September 30 to November 10. | 12/14/2020 | 1 |
| Part III/Ch. 30 | Safety | A: Minor grammatical updates for better readability. B(1): Added information about next scheduled update. | 12/14/2020 | 1 |
| Part III/Ch. 34 | SIB | Updated Table of Contents for the new Section C: Programming Matrix. B: Added the last sentence regarding programming guidelines and identifying the new matrix. B(2)a(2): Added a bullet regarding budgeting district 15. B(2)b(1): Added clarification to budgeting district and updated the fund code bullet. B(3)a(2): Added a bullet regarding budgeting district 15. C: Added new Section C to house the programming matrix. | 12/14/2020 | 1 |
| Part III/Ch. 40 | TSM&O | B(3): Added reference to the target requirements provided in Part III, Chapter I, Administration under ITS Targets. B(5): Added reference to the target requirements provided in Part III, Chapter I, Administration under ITS Targets. B(8): Added reference to the target requirements provided in Part III, Chapter I, Administration under ITS Targets. | 12/14/2020 | 1 |
| Part III/Ch. 42 | Utility Work | B3: Added phase 66 (Consultant Support Utility). B4: Specified the utility phases from Preliminary Engineering through CEI for utility work performed by the Department consultant or contractor. B5: Specified the utility phases from Preliminary Engineering through CEI for unscheduled utility work performed by the Department consultant or contractor. B6: Matrix for Design-Bid-Build or Design Build Projects is updated to include the newly establish phase 66 (Consultant Support Utility). | 12/14/2020 | 1 |
| Part III/Ch. 44 | WPA Reports | E(11): Updated Edit #1 (allocation type 4 information) and Edit #46 (XC phase information). | 12/14/2020 | 1 |
| Part IV/Ch. 1 | Overview of Major Programs | I: Complete rewrite of Section 2, Program Purpose, Section 4, Funding Features, and Section 6, Eligible Activities. Removed previous Section 6, Use of Funds. Added Section 7, Funding Allocation and Approval Process. | 12/14/2020 | 1 |
| Part IV/Ch. 5 | STIP TIP | A: Removed unneeded 'a'. | 12/14/2020 | 1 |

PART II - CHAPTER 3: RESPONSIBILITIES FOR WORK PROGRAM DEVELOPMENT

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PART II - CHAPTER 3: RESPONSIBILITIES FOR WORK PROGRAM DEVELOPMENT

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

Responsibilities of the district secretaries and executive director of the Florida Turnpike Enterprise:

- Ensure district/turnpike enterprise work program compliance with work program instructions, department policies and procedures, federal rules and regulations, and Florida laws, statutes and administrative rules and regulations.
- Ensure proper conduct of local public hearing processes prescribed by law and the work program instructions.
- Provide a certification of conformity prior to the Secretary's review of the tentative work program. Certificate should state, to the best of their knowledge and belief:
 - District/turnpike enterprise work programs have been developed to ensure all project phases, to the maximum extent feasible, can be delivered as programmed.
 - District/turnpike enterprise work programs comply with work program instructions, the Florida Transportation Plan (FTP), Modal Systems Plan, departmental policies and procedures, applicable federal rules and regulations, and applicable Florida laws, statutes, and administrative rules and regulations.
 - District/turnpike enterprise developed their work programs cooperatively with the metropolitan planning organizations. Work programs are consistent, to the maximum extent feasible, with transportation improvement programs and local government comprehensive plans.
 - District/turnpike enterprise certify accurate review of estimates within the work program and their intent to meet specified production levels.

B. CENTRAL OFFICE

Central office responsibilities for work program development fall into four categories:

- Promulgation of procedures, instructions and other guidelines to assist in the orderly development of the five-year work program.
- Provide technical support and other assistance to district/turnpike enterprise offices during the development and management of the tentative/adopted work program.
- Development of transportation programs, which have not been decentralized and are managed on a statewide basis.
- Oversight of decentralized transportation programs managed by the district/turnpike enterprise. Facilitate the annual central office review and the department's quality assurance process.

The following offices have specific duties in work program development:

PART II - CHAPTER 3: RESPONSIBILITIES FOR WORK PROGRAM DEVELOPMENT

1. OFFICE OF WORK PROGRAM & BUDGET:

- Work Program Development and Operations Office – Responsible for developing the work program instructions and coordinating the development, review, and administration of the work program. Ensure work program development is consistent with these instructions, departmental policies and procedures, and federal and state laws.
- Production Management Office – Responsible for reviewing the five-year work program as it relates to the complete scheduling of all road and bridge projects in the tentative. This review focuses primarily on the first three years of the program. Review Lettings (phase 52s) for activity event dates, complete schedules and proper alignment of project phasing. In addition, review the letting plan for the first year of the tentative from a statewide perspective looking for balanced lettings in terms of dollars, type of work and number of projects let each month. Review consultant phases (12, 22, 32, 42, and 62) in the first year of the tentative for proper schedules and commitment dates that support production.
- Federal Aid Management Office – Responsible for the management of the department’s annual obligation authority plan and for the federal authorization of individual projects in the current year of the adopted five-year work program. This office promulgates instructions and guidelines pertaining to authorizing projects with the Federal Highway Administration (FHWA) and serves as primary liaison with FHWA on matters relating to the financial administration of federally funded projects.
- Financial Management Support Office – Provides support for the generation of automated reports and other diagnostic tools used for analysis and review of project information retained in the Financial Management System (FM) and related systems. In addition, the staff provides support and training to system users. Liaison to the Office of Information Systems to define enhancements and maintenance requirements.
- Finance, Program and Resource Allocation Office – Responsible for ensuring work program development within financial constraints imposed by the department’s Five-Year Finance Plan (includes developing federal aid forecasts and Bond Sale Plans). In addition, coordinates executive leadership workshops relating to program allocations, allocating funds for programs and districts and establishing target levels for production. This office also monitors and reports on the use of the department’s programs, resources and achievement of program targets. Additionally, this office prepares transportation revenue forecasts and represents the department at the state’s Revenue Estimating Conferences. This office also coordinates the preparation and submission of transportation finance related reports required by the FHWA as well as the calculation of toll credits earned and used by the department for federal soft match. Activities include development of the Program and Resource Plan, Program and Resource Plan Document, Schedule A – fund allocations, Schedule B – program targets, Resurfacing Monitor, Five Year Finance Plans, Program Objectives and Accomplishments Report, transportation revenue forecasts, preparation of FHWA reports, and calculation of toll credits earned and used.
- Budget Office – Responsible for preparing and submitting the department’s legislative budget request to the Executive Office of the Governor (EOG) and the Florida Legislature. The Budget Office requests spending authority to support the department’s operations and the first year of

the work program. The Budget Office serves as the department's primary interface with the EOG and the legislative appropriation committees during the consideration of the department's budget request. The Budget Office submits budget amendments that impact current year appropriations.

2. OFFICE OF THE COMPTROLLER:

- Financial Management Office – Responsible for ensuring the work program is developed within the financial constraints of the department's 36-Month Cash Forecast. The Financial Management Office provides assistance to the district/turnpike enterprise in the processing and classification of financial transactions that affect the current year of the adopted work program.
- Project Finance Office – Responsible for the oversight of major project financial plans, public/private partnerships (P3s) and legislative review of financial provisions of law. In this capacity, the Project Finance Office participates in project programming and funds management during the development of the work program. In addition, this office is responsible for the operation and management of the state and federal-funded infrastructure bank (SIB) program, toll operations reporting and fund approval, and coordination of the Florida Department of Transportation Finance Corporation.
- General Accounting Office – Responsible for developing forecasts of state revenues, bond planning & feasibility analyses, various bond programs, and analyzing various legislative packages.

C. STATEWIDE PROGRAM MANAGERS

Statewide programs are managed by the offices responsible for each program. The Work Program Development and Operations Office provides support to other central office managers for these program areas.

The following statewide program managers are responsible for programming project phases in coordination with district/turnpike enterprise staff:

| PROGRAM AREA | STATE-WIDE MANAGER | TELEPHONE |
|---|---------------------------|------------------|
| Transportation Disadvantaged | David Darm | 850-410-5706 |
| Fixed Capital Outlay | Gretchen Miller | 850-414-4360 |
| Bridge | Iman Ameen | 850-414-4611 |
| Safety | Lora Hollingsworth | 850-414-4177 |
| Statewide Planning | Chris Bratton | 850-414-4624 |
| Transportation Regional Incentive Prog. | Lorraine Moyle | 850-414-4383 |
| Weigh Stations | Paul Clark | 850-410-5540 |
| Rest Areas | Jon Heller | 850-410-5638 |

| PROGRAM AREA | STATE-WIDE MANAGER | TELEPHONE |
|--|--------------------|--------------|
| Local Gov. Advance/Reimb. | Lisa Saliba | 850-414-4649 |
| SIS/Interstate Construction | Stephanie Certain* | 850-414-4588 |
| Intelligent Transportation Systems | Fred Heery | 850-410-5606 |
| *Intrastate Projects will be identified and prioritized by the Assistant Secretaries | | |

The following table provides other central office contacts for assistance in other program areas:

| PROGRAM AREA | CONTACT | TELEPHONE |
|--------------------------------|-----------------|--------------|
| Applied Research | Jennifer Clark | 850-414-4614 |
| Materials/Testing | Tim Ruelke | 352-955-6620 |
| Equal Opportunity Office (EOO) | Victoria Smith | 850-414-4749 |
| State Infrastructure Bank | Stephen Rogers | 850-414-4768 |
| Emergency Bridge Repair | John Clark | 850-410-5757 |
| Strategic Intermodal System | Chris Edmonston | 850-414-4813 |
| County Incentive Grant Program | Lorraine Moyle | 850-414-4383 |
| Resurfacing Monitor | Dawn Rudolph | 850-414-4465 |

D. DISTRICT/TURNPIKE ENTERPRISE WORK PROGRAM MANAGERS

The following table provides contacts for the district/turnpike enterprise work programs:

| DISTRICT | WORK PROGRAM MANAGER | TELEPHONE |
|---------------------|----------------------|--------------|
| District 1 | Gerlinde Masters | 863-519-2662 |
| District 2 | Karin Lee | 386-758-3772 |
| District 3 | Cheryl McCall | 850-330-1216 |
| District 4 | Mark Madgar | 954-777-4624 |
| District 5 | Steve Friedel | 386-943-5449 |
| District 6 | Mike Lucero | 305-470-5493 |
| District 7 | Karen Corman | 813-975-6418 |
| Turnpike Enterprise | Tim George | 407-264-3131 |

E. DETAIL LISTING OF WORK PROGRAM RESPONSIBILITIES

1. ASSISTANT SECRETARY FOR ENGINEERING AND OPERATIONS

a. Chief Engineer

- Construction estimates of major projects
- Preconstruction production resources (in-house and consultant)

- Right of way requirements (right of way acquisition, advanced acquisition, estimates and manpower support)
- Construction requirements (in-house and consultant construction engineering inspection support)
- Materials and testing
- Resurfacing program including interstate, turnpike & arterial highways
- Bridge repair and maintenance
- Contract maintenance program (consultants, rest areas and bridge tenders)
- Motor carrier size and weight
- Routine maintenance and minor betterment program
- Highway beautification program
- Rest area program
- Interstate preservation and safety program
- Intelligent Transportation System
- Environmental management

b. Chief Safety Officer

- Highway safety improvement program
- Highway safety grant program
- High risk rural roads
- Safe routes to school
- Bicycle and pedestrian considerations

2. ASSISTANT SECRETARY FOR INTERMODAL SYSTEMS DEVELOPMENT

- Aviation
- Spaceport
- Transit
- Intermodal
- Rail
- Seaport development

-
- State transportation development administrator
 - Transportation needs
 - Metropolitan area long-range plans and transportation improvement programs
 - Florida's transportation planning process
 - Work program consistent with policies, goals and objectives of the FTP
 - Consistency to the maximum extent feasible with local government comprehensive plans and the state transportation improvement program (STIP), which includes the first three years of the current adopted work program, the metropolitan planning organization transportation improvement programs, the Indian reservation roads transportation improvement program, and the public lands highway program
 - Strategic Intermodal System (SIS), consistent with SIS cost feasible plan
 - Interstate capacity improvement program, consistent with ten-year interstate plan
 - Review of planning consultants and grants
 - Air quality conformity in non-attainment and maintenance areas
 - Coordination of regional planning with state transportation planning

3. FLORIDA RAIL ENTERPRISE

- High speed rail

4. ASSISTANT SECRETARY FOR FINANCE AND ADMINISTRATION

a. Office of Work Program & Budget Director

- Compliance with work program instructions, federal and state laws, and departmental policies and procedures.
- Fund balances (including use of state and federal funds and federal aid obligating authority, in coordination with the Production Management Office)
- Contingencies (allowances, pending litigation)
- Work program and STIP amendments
- Reporting requirements (coordinating with districts/turnpike enterprise when necessary)
- Overall coordination of central office review
- HPR/PL federal program
- Bridge replacement program
- Production schedule versus project phasing

-
- Advance production targets/assessment of potential
 - Contract letting schedules (balance and loading)
 - Alternative contracting (scheduling and letting plans)
 - Small County Road Assistance Program
 - Federal obligation authority plan (including advanced construction plan component)
 - Federal authorization processing
 - Finance Plans
 - Bond Sale Plans
 - Monitoring county allocations of the state comprehensive enhanced transportation system tax (use of District Dedicated Revenue [DDR] funds)
 - Budget amendments
 - Reporting requirements (coordinating with districts/turnpike enterprise when necessary)
 - Reconciliation of the statewide planning program to the Program and Resource Plan
 - Schedule A – fund allocations, Schedule B – program targets, and Resurfacing Monitor
 - Program and Resource Plan
 - Program Objectives and Accomplishments Report
 - Fixed capital outlay

b. Comptroller

- 36-Month Cash Forecast
- Financial contingency levels pertaining to construction contracts
- Review of direct districtwide jobs
- SIB program
- P3s
- Florida Department of Transportation Financing Corporation
- Bonding programs

PART III - CHAPTER 1: ADMINISTRATION

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PART III - CHAPTER 1: ADMINISTRATION

A. OVERVIEW

The administration program includes central office and district staff, buildings, equipment, and materials required to perform information management development (data processing), fiscal, budget, minority programs, personnel, executive leadership team direction, document reproduction, internal audit, and contract functions of the Florida Department of Transportation (department).

B. GENERAL PROGRAMMING GUIDELINES

- Administrative program function costs are operating in nature (overhead costs) and are not programmed as line items in the department's work program. An exception to this is when human resource development (HRD) or consultant budget is appropriated for specific activities requiring the execution of a contract. These consultant activities are programmed in the department's work program to facilitate the recording of encumbrances in the accounting system.
- Budget coordinators for the program areas of finance and administration, engineering and operations, and district intermodal systems development coordinate with the applicable work program manager to program consultant fees budget (category 100686 - operating budget) and HRD budget for consultants. The department's legislative budget request provides the basis for the levels programmed. Specify the original LAS/PBS issue number in the extra description field of the item in the Work Program Administration system (WPA).
- Program consultant fees (operating category 100686) for central office planning, engineering, finance and administration (excluding equal opportunity programs) under transportation systems 13, 03; phase A2 and program number 00 (administration consultants) using D funds.
- Program equal opportunity programs under transportation system 13, phase A2 and program number 00 using either SSM or D funds. SSM funds are unmatched federal funds made available by the Federal Highway Administration. The department uses these funds to develop, conduct, and administer training and assistance programs. These programs allow minority and woman owned businesses to achieve proficiency and compete, on an equal basis, for contracts and sub-contracts. Set up D funds to comply with budget to contract with surety companies to bond the Disadvantaged Business Enterprises (DBEs) for the department's construction projects. This guarantees successful completion of projects initiated by a participant in the DBE program.
- In April 2016, the Governor signed House Bill 7027 to include the establishment of a Business Development Program to assist small businesses in obtaining contracts with the department. The Business Development Initiative (BDI) is designed to support the department's efforts to boost competition, lower prices, and increase support to meet its contracting needs. The BDI is designed to provide more opportunities and support for small businesses to move from a subcontracting role to the role of prime contractor. Construction and maintenance contracts reserved for BDI must have an estimated contract amount of \$1,500,000 or less and receive approval from the Equal Opportunity Office. Use the item group identifier of BDI when programming these projects. See the

Equal Opportunity Office website for additional information:

<http://www.fdot.gov/equalopportunity/bdi.shtm>

- In-house projects may be programmed to support and identify use of staff and resources according to management objectives. Use program number 00 and phase A1 to program in-house administrative activities.

C. HUMAN RESOURCE DEVELOPMENT

1. OVERVIEW

HRD activities are appropriated in a special budget category to be expended for expense items, equipment purchases and contracted training programs. The use of HRD budget for in-house activities is included in the in-house targets required to be programmed. However, when this budget is used for contractual purposes, a separate financial project must be established to facilitate the department's contractual and fiscal processes.

2. PROGRAMMING GUIDELINES

Program consultant contracts for trainers using HRD budget under transportation systems 03, 13; phase A2 and program number 00. Use D funds if the HRD budget is appropriated in the administration, planning, public transportation, Gainesville materials and testing, or maintenance program areas. Use DIH or available federal funds if HRD budget is appropriated in the production or construction program areas.

D. FINANCIAL CONSIDERATIONS

1. BOXES (CONTINGENCY, RESERVE AND TARGET)

a. Overview

Box items are programmed in each year of the work program and are identified as contract class 8 along with box codes. Their purpose is to hold funds to be used to protect the adopted work program and to ensure the priorities of the department are met. No expenditures may be made from a box item. There are three types of box items: targets (TG), reserves (RV) and contingencies (CN).

- Targets are defined as financial resources established to ensure certain work program levels are identified in program areas. Only use TG box code if all years are for targets. No target boxes should be programmed in the current year of the adopted work program and the first two years of the tentative work program.
- Reserves are divided into project reserves and program area reserves.
 - Program reserves are defined as items that should be programmed in the tentative work program for future needs where specifics are not known but a future need has been identified. These amounts are manually identified by the program managers based on

executive leadership team direction and will be used for specific projects/programs in the future.

- Project reserves are defined as items that should be programmed in the tentative work program for a future need where specifics are not known or for which funds are being gathered, e.g., a federal earmark for construction dollars on a specific project but not enough to fully fund construction. Project reserves must be approved by central office. Only use RV box code if all years are for reserves.
- Contingencies represent the amount for cost overruns, claims in litigation, estimate changes and supplemental agreements. Use CN box code for all contingencies. Contingency funds for all federal funds should be programmed and maintained at a minimum acceptable level to cover ongoing work and ensure contingency needs for projects off the State Highway System are covered. Federal boxed funds must be adjusted frequently to ensure they are fully utilized each federal fiscal year. State or other funds should be boxed in lieu of federal funds to protect projects on the State Highway System.

b. Programming Guidelines

- All box items are to be coded as contract class 8.
- Use box code TG for target boxes, CN for contingency boxes and RV for reserve boxes.
- Supplemental agreements, cost overruns, and other types of potential financial impacts that are eligible for federal reimbursement shall be programmed with federal funds.
- Program box items for each budget category and each fund in each year of the tentative work program, as appropriate. ACXX funds may be programmed in contingency box items.

c. Methodology for Box Item Analyses

The system generated box analyses relate only to the highway and bridge programs. Programs for public transportation (including intermodal); planning; maintenance and operations; fixed capital outlay (FCO); and administration are not included in the box analyses due to their nature. These programs relate to grant categories, consultant agreements with fixed amounts or routine/scheduled operational expenditures, which normally do not require supplemental agreements or litigation. The individual program offices for the non-highway and bridge programs will be responsible for identifying, documenting and establishing criteria for boxed amounts.

1) Criteria for District Targets

- In-House: Phase type 1; Based on box codes
- PE Consultant: Program plan L03 including phase 62/program 40 post design; Based on box codes

- Resurfacing: Program plan J; Current year plus first two years of the tentative are contingencies; Last four years of the tentative are based on the box code of CN for contingencies, TG for target (years three to five) and RV for reserves
- Advanced Construction (ACSA, ACSU, ACSL, ACSN, ACCM): This is a minimum target; The review is cumulative and consists of prior year programming plus current year and the first year of the tentative work program

2) Criteria for District Reserves

- Bridge Repair: Program plan K01; based on box codes
- Safety: Program plan I01; based on box codes
- Advance Acquisition: Program plan C03 and C04; based on box codes
- Utilities: Phase 56 with LF funds; current year plus all five years of the tentative are reserves
- Project specific: Current year plus all five years of the tentative are reserves

3) Criteria for Statewide Reserves

- PE reserve: Bridge program – current year plus all five years of the tentative; the Strategic Intermodal System (SIS) is current year plus all years of the tentative and SIS Plan
- Bridge inspection: Current year plus all five years of the tentative
- ITS, weigh stations, rest areas: Current year plus all years of the tentative and SIS Plan
- Operational quick fixes: Current year plus all years of the tentative and SIS Plan
- Advance acquisition: Current year plus all years of the tentative and SIS Plan
- Rail/highway crossing program 53: Current year plus first two years of the tentative are contingencies; last three years of tentative are reserves

4) Criteria for Highway and Bridge Programs Contingency Analysis

When reports are generated with instructions for “all phases and program numbers,” the following program numbers are excluded: 37 (FCO), 39 (local government advance reimbursement), 52 (AC conversion), 61 (repayment to SIB), 69 (transfer to SIB), and 26 (disaster recovery).

5) SIS Program (Statewide Funds)

Use fund codes ACNP, DI, BNIR, EBNH, ACEN, NHPP, STED, SIWR, GMR; include all phases and program numbers using these fund codes on transportation systems 01 (intrastate

interstate), 02 (intrastate turnpike), 03 (intrastate state highway), 04 (intrastate toll), 13 (non-system specific). Use fund code DIS; include all phases and program numbers using this fund code on any transportation system. Contingencies and reserves are determined by reports with IN.. funds, and program level is determined as IN01 (including all funds on items) excluding boxes.

6) Bridge Program (Statewide Funds)

Use fund codes NHBR, ACBR, BRT, BRTZ, ACBZ, BNBR, GFBR, ACEP, RBRP, and BRP; include all phases and program numbers using these fund codes. Contingencies and reserves are determined by reports with BR++ funds, and program level is determined as BR++ excluding boxes.

7) Intelligent Transportation System (ITS) Program (Statewide Funds)

Use fund code DITS, include all phases and program numbers using these fund codes. Contingencies and reserves are determined by reports with DITS funds and program level is determined as DITS excluding boxes.

8) Rest Area Program (Statewide Funds)

Use fund code DRA, include all phases and program numbers using these fund codes. Contingencies and reserves are determined by reports with DRA funds and program level is determined as DRA excluding boxes.

9) Weigh Station Program (Statewide Funds)

Use fund code DWS, include all phases and program numbers using these fund codes. Contingencies and reserves are determined by reports with DWS funds and program level is determined as DWS excluding boxes.

10) Safety Program

Safety is the department's number one priority. Therefore, all safety funds (e.g., HSP) are to be used. Contingencies for unforeseen conditions or cost overruns on safety related projects are to be programmed with state funds (DDR for on-system) or flexible federal funds (other STP funds) if a safety box item is needed.

11) District Programs

Use all district fund codes, excluding the statewide fund codes noted above. ACXX funds and the funds listed below in the General Assumptions section, include all phases and program numbers using these fund codes, on transportation systems 01 (intrastate interstate), 03 (intrastate state highway), 04 (intrastate toll), 06 (non-intrastate off state highway). Contingencies are determined by reports of all district funds with contract class 8,

and program level is determined as all programs excluding transportation system 01, both dependent upon criteria listed above.

12) Turnpike Enterprise Programs

The turnpike enterprise analysis should include all turnpike funds and transportation system 02 (intrastate turnpike). Contingencies are determined by reports with turnpike funds only, and program level is determined as transportation system 02 (intrastate turnpike) excluding statewide funds (bridge and SIS described above).

d. General Assumptions

- Amounts included for contingency analyses only address contract class 8.
- 30% of district projects programmed using statewide funds for SIS and/or bridge will be considered as part of the district programmed level for contingency analysis.
- RBRP, SCOP, SCED, SCRC, SCWR, SCRA, GRSC, CIGP, CIGR, and TRIP will not be included in the box analysis.
- Earmark funds will be excluded if programmed as a contract class 5 or if programmed as a transportation system 06 or 16.
- SE funds will be excluded if programmed as a contract class 5.
- Boxed items for the Miami Intermodal Center (MIC) are not included in the box analysis, regardless of the funds programmed.
- LF funds on a contract class 8 will be included as a reserve account, regardless of box code.

e. Construction Cost Inflation Factors

Inflation factors for construction costs will be utilized in the development of the tentative work program as indicated below. These inflation factors will automatically generate the new estimates for anything gamed in WPA by applying these factors to the present day costs (PDC's) in WPA. All estimate changes must be made in the adopted file; do not make estimate changes in the proposed file (tentative work program development cycle). Shaded areas beginning in fiscal year 25/26 cover the 10-year period for the SIS program.

| FISCAL YEAR | INFLATION FACTOR | MULTIPLIER | FISCAL YEAR | INFLATION FACTOR | MULTIPLIER |
|-------------|------------------|------------|-------------|------------------|------------|
| 21/22 | 2.6% | 1.026 | 26/27 | 3.1% | 1.184 |
| 22/23 | 2.7% | 1.054 | 27/28 | 3.2% | 1.222 |
| 23/24 | 2.8% | 1.083 | 28/29 | 3.3% | 1.262 |
| 24/25 | 2.9% | 1.115 | 29/30 | 3.3% | 1.303 |
| 25/26 | 3.0% | 1.148 | 30/31 | 3.3% | 1.346 |

Note: Base year is 20/21.

2. TARGETS (SCHEDULE B)

a. Overview

Schedule B defines district targets for programming in selected program categories. Any acceptable fund code (LFB is excluded from all targets) may be used to achieve these required program levels. These targets must be met within the tolerance allowed as defined below. Targets in product categories result from decisions of the executive leadership team for distribution of resources to support policy and program objectives of the department. Targets in product support categories are established to assure sufficient levels for in-house staff direct charges.

For the latest target guidelines, click on the following link:

[Program and Resource Allocation - Target Guidelines](#)

b. Target Definition and Review Criteria

1) Strategic Intermodal System Highway Corridors

This is a **minimum** target reviewed on an annual basis based on statutory requirements. Target is reviewed at the statewide level.

2) In-House (AINH)

- AINH consist of a rollout of PE, CEI, R/W, Traffic Operations-DPIN

DPIN Target includes: preliminary engineering (PE), combined construction engineering inspection (CEI) and materials and research (MR), right of way support (R/W), and traffic operations (TO). The basis for these targets is the program component operating budget amount by district from the General Appropriations Act (GAA). The target value equals the program component budget (net of administered funds) reduced by estimated indirect cost. The remaining direct cost portions should be programmed as productive labor on specific project phases. These are **minimum** programming levels evaluated in work program reviews on a cumulative basis of the 5 year tentative work program. Five year totals for the four targets taken as a whole is the basis for evaluation criteria. Emphasis should be made

to program to direct projects. Over-programming of this target is encouraged with reductions in corresponding indirect charges.

3) Planning and Environmental

These Targets are composed of Federal HP (Federal Highway Planning) Funds and State D (Unrestricted State Primary) Funds. Targets HPPC, PLHP, and PLEM for the 1st and 2nd year of the tentative may be overprogrammed. The 3rd – 5th year of the tentative are zero tolerance targets and must be balanced annually for each year of the tentative. Targets PLNI and PLNC have a **zero tolerance** and must be balanced annually for each of the Five Years of the Tentative Work Program. Other Funds may be programmed but will not be counted towards the Schedule B Target.

The Planning Targets are composed of five programming targets identified from the Program Plan Q01 (In-House) and Q02 (Consultant Grants): Operating Budget for Planning and Environment Consultants, (HPPC) with Federal HP Funds

- Operating Budget for Planning and Environment Consultants and Expenses, (PLNI) with State D Funds for non-federal activities
- Operating Budget for Planning and Environment, (PLHP) with Federal HP Funds – Statewide Planning and Research Program
- Work Program Planning Consultants, (PLEM) with Federal HP Funds
- Work Program Planning Consultants, (PLNC) with State D Funds

4) Transportation Systems Management and Operations (TSM&O)

Intelligent Transportation Systems Operations (**TOTI**) and Replacements (**TOTR**) are **zero tolerance** targets reviewed on an annual basis using statewide DITS, TOxx, ACNH, ACNP, DI, NH, NHAC and NHPP funds. Other district funds may be programmed but will not be counted towards the Schedule B target. No over- or under-programming is allowed.

ITS Service Patrol Contract (**TOSP**) is a **zero tolerance** target reviewed on an annual basis and established to ensure programming of non-allocated D, DSPC, TOxx, and turnpike district funded maintenance program are at the level approved by the executive leadership team. Programming using D and TMxx funds **are not allowed** to be programmed on new contracts. No over- or under-programming is allowed.

5) Maintenance

(Maintenance Highway M&O Contract (**MHWY**), Maintenance Department of Corrections M&O Contract (**MDOC**), Maintenance Highway Beautification (**MHWB**), National Pollutant Discharge Protection System (**MNPD**), Maintenance Contract Bridge Inspection Non-Federal (**MCNF**), Maintenance Contract Bridge Inspection Federal (**MCCF**), Maintenance ITS Contracts (**MITS**), Maintenance In-House (**MINTI**))

These are **zero tolerance** targets reviewed on an annual basis and established to ensure programming of non-allocated D, TMxx, and turnpike district funded maintenance program are at the level approved by the executive leadership team. Target **MNTI** is set based on 100% of in-house budget from GAA program component. No over- or under-programming is allowed.

6) Advanced Construction (ACSA, ACSU, ACSL, ACSN, ACCM)

This is a **minimum** target. The review is cumulative and consists of prior year programming plus current year and the first year of the tentative work program.

7) Freight, Logistics & Passenger Operations

These are **minimum** targets reviewed on an annual basis and established to comply with the Florida Statutes' direction to program 15% of non-exempt state transportation trust fund revenues for public transportation projects.

See instructions on submitting a projection analysis report (also known as the target analysis report) in the WPA Screens and Reports chapter of these instructions.

3. PAVEMENT CONDITION ALLOCATIONS

These are minimum allocations which must be met annually from current year through the last year of the tentative work program.

Statewide arterial lane mile allocations are based on the following:

- 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

For more information regarding resurfacing requirements, districts and statewide program managers should refer to the Resurfacing chapter of these instructions and use the resurfacing monitor to manage their resurfacing program and compare the tentative work program to approved lane mile and funding allocations.

Resurfacing Monitor:

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

4. RIGHT OF WAY AND BRIDGE BONDS

Section 17 of Article VII of the Florida Constitution provides that the state may sell bonds for "the cost of acquiring real property or the rights to real property for state roads as defined by law, or to finance or refinance the cost of state bridge construction, and purposes incidental to such property acquisition or state bridge construction." Section [337.276](#), F.S., gives the authority to sell the bonds. Per Section [206.46\(2\)](#), F.S., notwithstanding any other provisions of law, from the revenues deposited into the State Transportation Trust Fund, a maximum of seven percent in each fiscal year shall be transferred into the Right of Way Acquisition and Bridge Construction Trust Fund to pay for debt service coverage of right of way and bridge construction bonds. The annual amount transferred under this subsection shall not exceed an amount necessary to provide the required debt service coverage levels for a maximum debt service not to exceed \$275 million.

Schedule A contains allocations of right of way and bridge bond proceeds for the acquisition of right of way in the following programs:

- Non-turnpike: BNDS funds
- Intrastate: BNIR funds
- Bridge construction: BNBR funds

Bond funds may be used for right of way acquisition, bridge construction, operations working on right of way activities and consultants supporting acquisition or construction. Bond funds may not be used for in-house support phases. Bond funds may not be used for payments to the Department of Environmental Protection for wetlands mitigation except when associated with a bridge construction project.

E. ESTIMATES

Phases need to be programmed to the full amount of the department's estimate.

Note: Programming of minor amounts (\$1-\$100) as placeholders is not allowed.

F. LEGAL EXPENSES DIRECTLY RELATED TO A SPECIFIC FINANCIAL PROJECT

1. OVERVIEW

Legal expenses directly related to a construction project are considered part of the overall cost of construction management of the project. Legal expenses, e.g., expert witness or outside attorney fees, will be programmed and managed by central office staff in the Office of the General Counsel, with assistance from the Office of Work Program and Budget. These expenses may occur prior to construction or after construction begins.

2. PROGRAMMING GUIDELINES

A central office (managing district 10) work program item number 405877-1-62-01 has been established and is administered by the Office of General Counsel. DC funds will be programmed on the item. The transportation system is 13. General type legal services not directly related to a specific financial project should be paid from an operating category and not charged directly to the above work program item. Examples of these types of expenditures are defending a patent, personnel issues, claims filed due to traffic accidents (except those occurring during construction), etc.

G. RURAL ECONOMIC DEVELOPMENT INITIATIVE

All projects specifically programmed in rural areas of opportunity (RAO) counties, as well as the rural counties of Flagler, Nassau, Wakulla, and Walton, shall include “REDI” as an item group identifier. See the Rural Economic Development Initiative (REDI) chapter of these instructions for additional details and a listing of RAO counties.

H. CONCRETE PAVEMENT INITIATIVES

Funding for concrete pavement shall be provided “off the top”. Concrete project candidates are reviewed annually by the Chief Engineer, Assistant Secretary of Engineering and Operations, and the Secretary. Recognizing concrete costs more than asphalt, the Department must plan for the increased costs as part of the new fifth year to minimize disruptions to capacity allocations. Projects are evaluated to determine whether the project makes good engineering sense to pursue rehabilitating as concrete through the Resurfacing Program. See the Resurfacing Chapter of these instructions.

PART III - CHAPTER 10: EMERGENCIES/DISASTERS

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PART III - CHAPTER 10: EMERGENCIES/DISASTERS

A. OVERVIEW

An emergency/disaster describes natural or manmade events that require responsive action to protect life or property. Examples of such events include hurricanes, tropical storms, tornados, floods, wildfires, sinkholes, etc. Because of their potential for large scale damage, these events require timely and appropriate responses by FDOT in order to provide necessary preparation and recovery support to the citizens of Florida.

This chapter describes types of work and required actions. Emergency events require planning for possible emergency declarations by the President, the Governor, or in the case of a department declared emergency, the FDOT Secretary. These declarations drive important issues such as federal participation by the Federal Highway Administration (FHWA) and the Federal Emergency Management Administration (FEMA).

B. ACTIONS PRIOR TO OR IMMEDIATELY FOLLOWING EMERGENCY EVENTS

1. OFFICE OF EMERGENCY MANAGEMENT

- a. Monitor developing events.
- b. Request emergency event identifier and central office financial project numbers.
- c. Communicates with district personnel about requesting financial project numbers from their district Work Program Office.
- d. Monitors the Work Program Emergency Report for proper use of financial project numbers, fund codes, and estimate amounts.

2. CENTRAL OFFICE OF WORK PROGRAM

- a. Establish emergency event identifier and distribute to the districts, turnpike enterprise, Office of the Comptroller, Emergency Management Office, and Federal Aid Management Office.
- b. Establish financial project numbers for central office activities. See Programming Guidelines for reference.
- c. Request FM Support to initiate nightly distribution of the Emergency Report. This report provides estimate totals for all projects using specified emergency event identifiers. An alternate version of the nightly report may be run using the application located on the OWPB SharePoint site under work program applications. This report is also distributed to the Division of Emergency Management nightly to be used in tracking the statewide threshold amounts needed for requesting a Presidential Declaration.
- d. Provide districts, turnpike enterprise, Office of the Comptroller, Emergency Management Office, and Federal Aid Management Office unique program number if Budget Amendment will be processed.

3. DISTRICT WORK PROGRAM MANAGERS

- a. Establish financial project numbers (include applicable emergency event identifiers) per the Programming Guidelines and request adoption.
- b. In the event the emergency/disaster occurs after normal business hours, districts will adopt emergency/disaster candidate items the next business day.
- c. Communicate with emergency coordinating officers for distribution of financial project numbers.
- d. Notify the appropriate personnel and provide the financial project numbers, as necessary.
- e. Ensure that valid Roadway ID and/or bridge identification numbers are programmed for the location of all Permanent repairs.

4. CENTRAL OFFICE FEDERAL AID MANAGEMENT

- a. Communicate with FHWA after an event for:
 - (1) Disaster code
 - (2) Department's Letter of Intent to request reimbursement
 - (3) Detailed Damage Inspection Reports (DDIR), per FHWA's Emergency Relief Manual
- b. Process approved DDIR's and input into Work Program Administration for use with developing a comprehensive list of all eligible project sites and repair costs (Program of Projects).
- c. Monitor projects eligible for FHWA reimbursement.

C. GENERAL PROJECT INFORMATION

1. ESTABLISHING CONTRACT WORK PROGRAM ITEMS

- a. District/Turnpike work program managers identify contract phases (non-state forces) based on damage assessment reports.
- b. District/Turnpike work program managers submit approved DDIRs to the Federal Aid Management Office.
- c. Federal Aid Management develops a program of projects to submit to FHWA for approval.
- d. After FHWA approves the program of projects, emergency repair and permanent restoration projects become eligible for emergency relief (ER) funding.
- e. Permanent restoration projects **must have** an approved federal authorization before work can commence or costs can be incurred.
- f. Each DDIR requires separate Financial Project Number(s) (FPN) and Federal Aid Project (FAP) number(s) including letting projects or ER contracts.

- g. Central Office Federal Aid Management assigns FAP numbers. The number identifies the project(s) as:

- (1) Emergency
- (2) Federal fiscal year
- (3) Related event in sequential order

Example: FAP# E201-001-E will be assigned to a district for the first storm of the year, upon request, for the financial project number(s) established for the approved DDIR, relating to the 2020 federal fiscal year.

- h. DDIRs with both emergency repairs and permanent restorations require two FPNs **and** two FAPs. FHWA requires separation of costs prior to reimbursement. Therefore, the *preference* is to have separate DDIRs for emergency repair and permanent restoration.
- i. If multiple Federal Aid Numbers will be assigned to the same Financial Project Item/Segment/Phase, as additional site locations are identified from a Countywide item, use sequencing in the range of 90-99 so that indirect that is attributable to the second FAP number will accumulate on the same sequence as the Direct expenditures. Indirect costs are authorized for reimbursement on all ER projects. As new locations are identified or permanent and ER components are broken out and programmed, using a new item segment for these individual components will also address indirect accumulating to each federal project.

Note: The approval of projects by FHWA does not guarantee the availability of ER funds.

2. CONTRACT ITEMS

- a. Section [339.135\(7\)](#), F.S., requires a work program amendment for any current year ADD of projects/primary phases exceeding the current threshold amount (see Part III, Chapter 3, Amendments, for all current threshold amounts).
- b. Projects qualifying for FHWA's Emergency Relief (ER) program are not required to be listed in the Statewide Transportation Improvement Plan (STIP) or MPO's Transportation Improvement Program (TIP). This includes all projects funded with ACER or ER funds.
- c. As necessary, Districts/Turnpike will propose new items/phases, complete amendments, and document the need for additional funding.
- d. Upon signature of an executive order or declaration of emergency, districts must follow-up and complete additional funding requests.
 - (1) Identify need for additional state funds if specific federal reimbursement is not approved.
 - (2) Send request to the Work Program Development and Operations Office to facilitate coordination on funding options if federal reimbursement is not available.

- (3) If applicable, districts complete and submit appropriate documentation for FHWA-ER reimbursement/participation.
 - i. Submit DDIRs for FHWA ER fund reimbursement to the Federal Aid Management Office.
- e. Prior to the expiration of applicable executive orders, submit budget amendments to support emergency funds as needed.

3. NON-DECLARED OR DEPARTMENT-DECLARED EMERGENCIES/DISASTERS

- a. District Work Program Offices receive copies of emergency declarations signed by the Secretary.
- b. Create a work program item to track a non-declared or department-declared emergency/disaster as needed.
 - (1) Use the same programming guidelines established for in-house and contract phases.
 - (2) To ensure funds remain balanced, offset an existing project/box.
 - (3) Use NDEM as the event ID to aid in tracking statewide dollar amounts spent on non-declared and department-declared emergencies/disasters (fires, floods, oil spills, sinkholes, tornados, bridge damage, roadway damage etc.).
 - (4) If the Executive Office of the Governor (EOG) issues a declaration of emergency, change the event identifier to one created specifically for that event.
 - (5) Section 339.135(7)(e) F.S., requires a work program amendment if thresholds are exceeded. Districts submit amendments to central office no later than three working days following the declaration of emergency signed by the Secretary.
- c. Reference Bridge Repair Replacement chapter of these instructions if emergency/disaster damage to a bridge or other major structure occurs.
- d. For emergency contact information, please use [FDOT: Agency Resources - Contact Us](#)
- e. For further information, see Part IV of these instructions – Federal Aid Programs Administered by Federal Highway Administration (FHWA).

D. FEDERAL HIGHWAY ADMINISTRATION REIMBURSEMENT EMERGENCY RELIEF

- a. Consideration for ER funding requires a disaster declaration/proclamation. Either of the following fulfill this requirement:
 - (1) The President makes a major disaster declaration under the Stafford Act (42 U.S.C. 5121 et seq.).
 - (2) The Governor issues an emergency or disaster proclamation and FHWA concurs with the declaration.

1. EMERGENCY REPAIR PROJECTS

- a. The department can be reimbursed for emergency repair projects initially funded and authorized with state funds. Once eligibility and FHWA participation is determined, program emergency repair projects with ACER funds and the appropriate program number.
 - (1) 100% reimbursement of ER funds requires FHWA approval of the plans and completion of emergency repair projects within **180 days** after the occurrence of the event.
 - (2) Work performed after **180 days** may be reimbursable at a lesser percentage.
 - (3) After **180 days**, work performed by local governments on roads off the State Highway system but on the Federal Highway system, will be reimbursed by the department only for the amounts eligible for reimbursement from ER funds.
- b. Debris Removal by FHWA from Federal-aid highways is eligible for ER funds when:
 - (1) The Governor makes an emergency or disaster declaration, but the President does not make an emergency or a major disaster declaration under the Stafford Act. If the FHWA Division Administrator concurs with the Governor's declaration, ER funds may participate in debris removal on eligible sites on Federal-aid highways in those counties included in the Governor's declaration. Disaster-related debris removal that is eligible for FEMA funding is not eligible for ER funds.
 - (2) The President declares an emergency or a major disaster, but FEMA determines that debris removal is not eligible under the Stafford Act. ER funds may participate in debris removal costs on eligible sites on Federal-aid highways that FEMA determines to be ineligible under its program. FHWA division offices should request and review documentation of FEMA's determination to ensure the removal is eligible under the ER program.
 - (3) The Governor's declaration covers counties that are not included in the President's declaration. ER may participate in debris removal costs on eligible sites on Federal-aid highways in the same manner as before MAP-21 for those sites included in the Governor's declaration but not the President's declaration.
- c. Federal-aid highways (interstate system, National Highway System, and public roads not classified as local roads or rural minor collectors) are eligible for the ER program, including any toll facilities on federal aid highways.

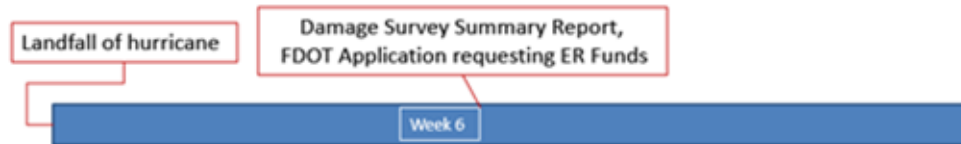
2. PERMANENT RESTORATION PROJECTS

- a. FHWA must authorize permanent repairs prior to work beginning.
- b. FHWA may determine the type of either a permanent or emergency repair based on economy and/or practicality. Include this determination in the DDIR.
- c. For FHWA eligibility, program permanent restoration projects with ACER funds and the appropriate program prior to work activity beginning. This also applies to asset maintenance

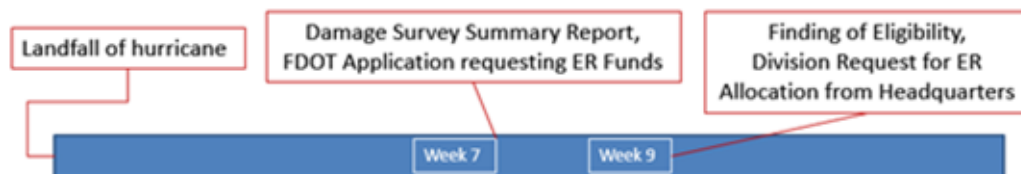
- contractors and any local governments performing permanent restoration work. Failure to do so may jeopardize reimbursement efforts.
- d. Permanent repairs must have the location (Roadway ID/Bridge) information programmed on the financial project in Work Program so that the Department can assess if a location has encountered more than one permanent repair from a disaster in accordance with 23 CFR 667.
- e. The authorization of ACER funds facilitates future reimbursement in the event ER funds are approved. Delays may occur between FHWA approval and ER funds availability.
- (1) FHWA reimbursement of permanent repairs for Interstate highways is 90% for the Federal share. For all other Federal-aid highways, the Federal share is 81.93%. Program Transportation System 01, for projects on the Interstate, that are eligible for FHWA reimbursement. Program ACER for only those amounts reimbursable by FHWA.
- f. For a complete explanation of Federal Share see the [Emergency Relief Manual \(Federal-Aid Highways\)](#)
- g. If local governments perform permanent repairs on roads off the State Highway but on the Federal Highway system, the department will reimburse the local governments for only the amounts eligible for reimbursement from ER funds.
- (1) For participating amounts, program ACER funds.
- (2) For non-participating amounts, program DER funds.
- h. Local governments must provide matching funds when the Department performs permanent repairs on roads off the State Highway but on the Federal Highway System roads.

Financial Aspects of the FHWA ER Program in Florida

- **Landfall of hurricane (establishment of disaster start date)**
 - Pre-event activities not eligible
 - Is there a Governor’s Proclamation (Executive Order) or a Presidential Declaration or both?
- **Letter of Intent to Apply for ER Funding**
 - FDOT prepares Letter of Intent by end of week 1 following landfall (if it appears financial thresholds have been met or exceeded)
- **FHWA Acknowledgement of Letter of Intent**
 - FHWA acknowledges FDOT’s Letter of Intent by end of Week 2 following landfall



- **FDOT Damage Survey Summary Report**
 - Report due to FHWA six weeks following submission of Letter of Intent to request ER funding (End of week 7 following landfall)
 - Purpose is to describe the general nature and extent of the disaster in order for FHWA Division Administrator to make a finding of eligibility
 - Initial damage assessments may be based on windshield surveys of sample sites or detailed damage inspections, if available
- **FDOT Application requesting ER Funds**
 - FDOT prepares application letter requesting ER funds, using best estimates of damage at the time, accompanied by Damage Survey Summary Report



- **Finding of Eligibility**
 - FHWA Division Administrator notifies FDOT that ER funding for the disaster is approved. Generally occurs by end of week 9 following landfall.
 - Notification serves as the finding that a natural disaster or a catastrophic failure has occurred causing substantial damage to Federal-aid highways and that the disaster is eligible for ER funding.
- **Division Request for ER Allocation**
 - Concurrent with Finding of Eligibility, FHWA Division Office requests an allocation of ER funds from FHWA Office of Program Administration at FHWA headquarters in Washington, DC.



- **Detailed Damage Inspection Reports (DDIRs)**
 - Must be completed by the end of week 12 following landfall
 - Used to prepare the comprehensive list of projects (Program of Projects)
 - Upon initial authorization, any increase to a DDIR estimate of 20% or greater must be approved by FHWA
- **Program of Projects**
 - Prepared from project information in FDOT's Work Program Administration (WPA) database.
 - Should be completed and submitted to FHWA Division Office by the end of week 15 following landfall
 - Description and cost estimate for each project will be supported by a corresponding Detailed Damage Inspection Report

3. INNOVATIVE EMERGENCY RELIEF (ER) CONCEPT FOR PERMANENT SIGNS, LIGHTING & SIGNAL REPAIR PROJECTS

- a. FHWA signed Notice N5060.2. that allows State DOTs to create Pre-Event Contracts for permanent repairs, which must follow the requirements established for Indefinite Delivery/Indefinite Quantity (ID/IQ) Contracting Method (<https://www.fhwa.dot.gov/construction/cqit/joc.cfm>). The scope for Permanent Sign Repair was approved for statewide use in October 2011, and in November 2019 the Permanent Roadway Lighting and Permanent Traffic Signal Repair were approved for statewide use by FDOT. The intent of these scopes is to procure contractors in advance of ER events for eventual permanent repair work. The main difference between these contracts and emergency repair contracts is that the work performed here is considered permanent restoration (will be reimbursed at the normal pro-rata share) and work must be approved by FHWA before commencing. Work that is undertaken before approval will not be eligible for ER reimbursement.
- b. FHWA Florida Division issued a Programmatic Agreement (PA) dated June 18, 2020 (Revised August 14, 2020), concurring with the boilerplate scopes of services and the WPI, therefore these contracts will be considered state-administered projects in accordance with the FHWA/FDOT Stewardship and Oversight Agreement. The requirements in the Programmatic Agreement (PA) serve to satisfy the required process and documentation needed in accordance with Section 8.b.(1) of FHWA Notice N5060.2.
- c. Several pre-event scopes of services have been developed by the State Maintenance Office and FHWA Florida Division office has approved their use by FDOT and local agencies. Districts electing to use these scopes must establish District-wide contracts in accordance with the requirements issued in the PA. The approved scopes are listed at: <https://www.fdot.gov/contracts/debris-removal/debris.shtm>
 - (1) These pre-event contracts must be competitively bid, with a 3-week minimum advertisement and must include all required federal aid provisions found in construction contracts.
 - (2) Local agencies contracts must include scopes that are consistent with the approved scopes.
 - (3) Annual contract prices are to repair damage sites to the extent the DDIRs determine the amount of eligible work. If no eligible ER events - there would be no eligible federal-aid costs.
 - (4) All costs associated with establishing the pre-event contracts are not eligible for Federal-aid reimbursement. The work performed by these contracts will become eligible after an approved ER event, if reasonable and supported with approved DDIRs. FHWA determines an event's eligibility for federal participation under the emergency relief program.
 - (5) At the beginning of each hurricane season, districts will establish candidate zero dollar districtwide financial projects for signs, permanent lighting repairs, or for permanent

signal repairs/replacement contracts (most signal repairs are classified as emergency, but some may be classified as permanent, depending upon the nature of the work). When an actual storm event/damage occurs, then financial projects will be established for the locations related to the specific event, DDIR, and Task Order.

- (6) Prior to the contractor beginning work, the scope of the permanent repair work for each site will be assessed and quantities estimated with direction and inspection by the department or with state-hired construction, engineering and inspection (CEI) with department oversight. FHWA must approve DDIRs.
- (7) The department will establish new financial projects for each specific DDIR.
- (8) The department will issue new federal project numbers based on approved DDIR(s). All DDIRs/TWOs must receive FHWA initial authorization prior to start of construction.
- (9) Valid Roadway IDs and/or bridge/structure identification numbers must be programmed for all permanent repairs so that the Department can assess if the site specific location(s) have encountered more than one Permanent repair from a disaster in accordance with 23 CFR 667.
- (10) The department will request federal AC authorization for these specific projects.
- (11) After receiving approved authorizations for site specific projects, the department will issue site specific task orders to the contractor. These task orders represent the contractor's notice to proceed with specific work identified in the associated DDIR.

E. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

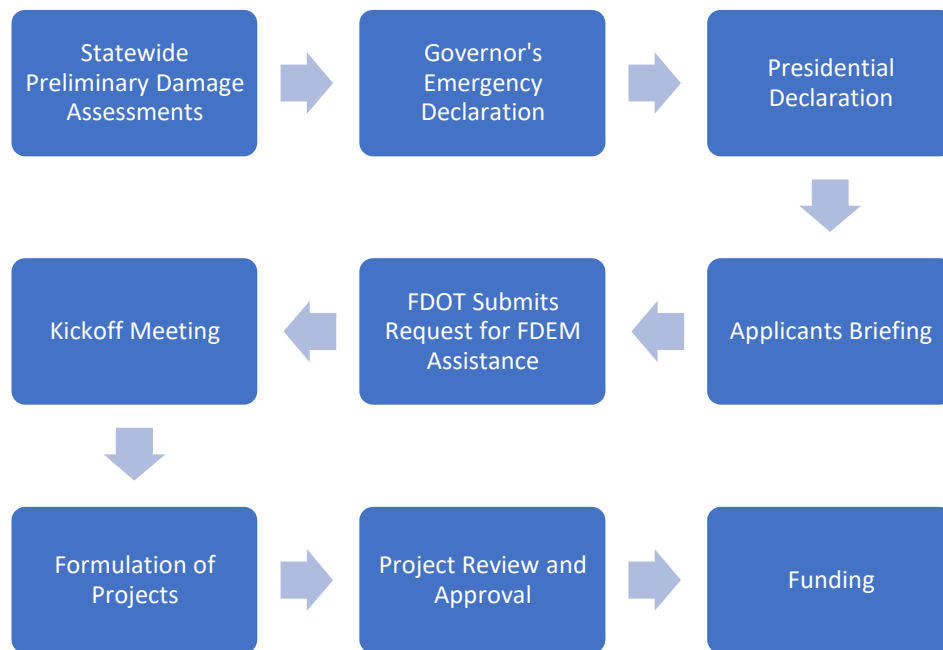
1. EMERGENCY WORK

- a. Category A: Debris removal. Initially program all debris work with FEMA fund code unless any of the four Map-21 exclusions apply.
- b. Category B: Emergency Protective Measures. Any pre or post event work performed off the state highway system should be coded as DER until notified from the Emergency Management office what costs will be eligible for FEMA reimbursement. At that time, the fund code should be changed to FEMA. On system work that does not meet the FHWA ER requirements may also be eligible for reimbursement from FEMA on a case by case basis. The Emergency Management office will contact the WP offices to request fund codes changes as needed once costs and eligibility have been verified.

2. PERMANENT WORK

Category C-G. All on system permanent work will be sent to FHWA for reimbursement. However, any work performed off the state highway system through mission tasking would be submitted to FEMA for reimbursement. The Emergency Management office will request fund code changes from WP for any costs that may be submitted to FEMA.

3. TIMELINE ON FEMA PROCESSES



F. PROGRAMMING GUIDELINES

1. GENERAL PROGRAMMING INFORMATION

| Level | Trans System | Segment | Phase | Fund | County |
|--|--------------|--|--|------|--------|
| Central Office Establish one work program item for statewide emergency or disaster activities | 13 | Segment 1 Preparedness | 81 In-house operations | FEMA | 99 |
| | | | 82 Operations Contract | FEMA | |
| | | Segment 2 SEOC/TEOC | A1 To record administrative costs that are NOT reimbursable by FHWA or FEMA (DDIR and project worksheet preparation, program/report development, reconciliations, central office travel to districts for administrative assistance) | DER | |
| | | | 81 In-house operations to record costs related to the State Emergency Operations (SEOC) effort and all of the department's Transportation Emergency Operations Center (TEOC) efforts; this would include purchases, possibly eligible for FEMA reimbursement | FEMA | |
| | | | 82 Operations contract | FEMA | |
| | | | J2 Emergency/disaster contract management consultant | FEMA | |
| | | Segment 3 Disaster Recovery Centers | 81 In-house operations | FLEM | |
| | | Segment 4 Emergency Management Financial Reservists | 81 In-house operations | FLEM | |

| Level | Trans System | Segment | Phase | Fund | County |
|--|--|---------------------------|---|------|--------|
| Districts Establish one work program item per district for emergency or disaster activities | Districts 1-7 13 Turnpike 02 for turnpike or 04 for intrastate tolls | Segment 1 Preparedness | 81 In-house operations | FEMA | 99 |
| | | | 82 Operations Contract | FEMA | |
| | Districts 1-7 13 Turnpike 02 for turnpike or 04 for intrastate tolls | Segment 2 Activities | A1 To record administrative costs that are not reimbursable by FHWA or FEMA (DDIR and project worksheet preparation, program/report development, reconciliations, central office travel to districts for administrative assistance and damage assessment.) Damage assessments should be charged to phase A1 | DER | 99 |
| | | | | | |

| | | | | | |
|--|--|--|---|------|--|
| | | | 81 In-house operations to record costs related to the EOC effort; this would include purchases not directly related to actual recovery activities or repairs (e.g., meals for EOC employees, EOC supplies) possibly eligible for FEMA reimbursement | FEMA | |
| | | | 82 Operations contract | FEMA | |
| | | | 83 Purchases to record costs for goods obtained for use in actual recovery activities (e.g., generators, fuel, signs, signals, digital cameras, phones) | DER | |
| | | | J2 Emergency/disaster contract management consultant | DER | |

| Level | Trans System | Segment | Phase | Fund | County |
|---|---|-----------|---|------|----------------|
| Districts 1-7 Establish one item per county for disaster recovery sign repair | 13 (initial estimates only) | Segment 1 | E1 In-house emergency sign repair/replacement | D | Countywide |
| | | | E2 Emergency sign repair/replacement | D | |
| | 03 state highways | Segment 2 | E1 In-house emergency sign repair/replacement | D | As appropriate |
| | | | E2 Emergency sign repair/replacement | D | |
| | 06 off state, on federal-aid system | Segment 3 | E1 In-house emergency sign repair/replacement | D | As appropriate |
| | | | E2 Emergency sign repair/replacement | D | |
| | 16 off state, off federal-aid | Segment 4 | E1 In-house emergency sign repair/replacement | FEMA | As appropriate |
| | | | E2 Emergency sign repair/replacement | FEMA | |
| | 01 interstate | Segment 5 | E1 In-house emergency sign repair/replacement | D | As Appropriate |
| | | | E2 Emergency sign repair/replacement | D | |

| Level | Trans System | Segment | Phase | Fund | County |
|--|---|-----------|---|-----------|------------|
| Districts Establish one work program item per county for disaster recovery Phases G1/G2 and K1/K2 are initial estimates only . Program site specific projects and reduce | Districts 1-7 13 Turnpike 02 | Segment 1 | D1 In-house emergency debris removal | FEMA | Countywide |
| | | | F1 In-house emergency signal repair/replacement | D or PKER | |
| | | | G1 In-house emergency road repair | D or PKER | |
| | | | H1 In-house emergency bridge repair | D or PKER | |
| | | | K1 In-house emergency facilities repair/replacement | D or PKER | |
| | | | L1 In-house emergency maintenance of traffic | D or PKER | |
| | | | G1 In-house emergency CEI | D or PKER | |
| | | | D2 Emergency debris removal/monitoring | FEMA | |
| | | | F2 Emergency signal repair/replacement | D or PKER | |
| | | | G2 Emergency road repair | D or PKER | |
| | | | H2 Emergency bridge repair | D or PKER | |
| | | | K2 Emergency facilities repair/replacement | D or PKER | |

Work Program Instructions

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

September 18, 2020

Revised December 14, 2020

| | | | | | |
|---|---|-----------|---|-----------|------------|
| initial estimates accordingly within 30-45 days of event. | | | L2 Emergency maintenance of traffic and service patrol | D or PKER | |
| | | | 62 Emergency CEI | D or PKER | |
| Phases D1/D2 must be programmed by county NOT districtwide or statewide - FEMA will not reimburse for other than county. | Districts 1-7 16 off state/off federal system Turnpike 04 intrastate tolls | Segment 2 | D1 In-house emergency debris removal | FEMA | Countywide |
| | | | F1 In-house emergency signal repair/replacement | FEMA* | |
| | | | G1 In-house emergency road repair | FEMA* | |
| | | | H1 In-house emergency bridge repair | FEMA* | |
| | | | K1 In-house emergency facilities repair/replacement | FEMA* | |
| | | | L1 In-house emergency maintenance of traffic (to include contra-flow ops.) | FEMA* | |
| | | | 61 In-house emergency CEI | FEMA* | |
| | | | D2 Emergency debris removal/monitoring | FEMA | |
| | | | F2 Emergency signal repair/replacement | FEMA* | |
| | | | G2 Emergency road repair | FEMA* | |
| | | | H2 Emergency bridge repair | FEMA* | |
| | | | K2 Emergency facilities repair/replacement | FEMA* | |
| | | | L2 Emergency maintenance of traffic and service patrol (to include contra-flow ops.) | FEMA* | |
| | | | 62 Emergency CEI | FEMA* | |

*see f(1) and j below for usage of FEMA fund code

- a. **Initially** program all emergency/disaster items as follows:
 - (1) Work mix **0061** (Emergency Operations).
 - (2) Program number **26** (Disaster Recovery) unless a unique budget category and program number have been established.
 - (3) **D**, **FEMA** or **PKER** funds. Use **D** for FHWA eligible projects until ACER or the appropriate ER fund can be programmed – Refer to table for fund code selection.
 - (4) **DER**, **PKMx** or **TMxx** for non-eligible costs. Refer to table for fund code selection.
 - (5) Program non-turnpike toll roads using the appropriate **TMxx** fund codes.
 - (6) Estimate programming amounts on each item/phase.
 - (7) Contract class **4** for emergency repair projects. Contract class **2** if the work will be performed by the locals.
- b. Drop all unused/non-applicable phases no later than **30 calendar days** after event. To reduce the number of “place holder estimates,” Central Office will identify and drop phases showing no activity after **45 days**.
- c. Emergency repair site specific projects – Establish a new item segment/phases for each road, bridge, or facility repair project.
 - (1) FCO Coordinators should immediately contact the Central Office Comptroller’s Property and Insurance section with a list of buildings damaged in emergencies/disasters.

-
- d. Permanent restoration – Establish a new item segment/phases for each permanent restoration project.
 - e. Work performed by local governments.
 - (1) Establish a new item segment for each local agency performing work.
 - (2) Establish the appropriate phases described above using phase type 4.
 - (3) Program LFF if emergency repairs go beyond 180 days after landfall or local government perform permanent repairs on any off the State Highway System but on the Federal Highway System roads.
 - (4) Program LFF on those amounts in excess of that which is reimbursable by FHWA, allocation type 4.
 - f. Program ACER for only those amounts reimbursable by FHWA. Railroad sign and signal repair.
 - (1) Establish a new item segment for each railroad requiring repairs.
 - (2) Establish the appropriate phase(s) described above using phase type 7.
 - g. Use the emergency event identifier EC on the Item Segment Definition (WP01) screen for emergency/disaster candidate items. Change the event identifier provided by Central Office Work Program prior to requesting item to be Adopted.
 - h. The extra description must include the emergency event and the date the emergency/disaster was identified. Example: Emergency work/cleanup for Tropical Storm Jerry, Emergency Management Center notification received on August 24, 20XX.
 - i. For projects using FHWA (ER, ACER) funds, include the DDIR number in the extra description.
 - j. Program Transportation System 16 (off state/off federal) with FEMA **only** if a Mission Assignment was logged by the Division of Emergency Management. If no Mission Request, Locals are responsible for work.
 - k. Program permanent repair with contract class 1, 5 or 9, as appropriate.
 - l. Phases D1/D2 district pre-event contracts for debris work may be executed **without** an encumbrance. Task work orders can be issued for each applicable county once estimates and encumbrances are established.
 - m. **On-going construction projects** Emergency repair and permanent restoration:
 - (1) For disaster restoration and recovery costs on federally funded projects on the federal aid highway system (which were federally funded from the beginning of the construction contract):
 - (a) use the same federal funding source as was used to finance the construction contract.

- (b) initially program phases D1/D2, using FEMA fund code, for debris removal (includes debris blown onto (or from flooding at) active on-going construction sites).
 - (c) create a new sequence and use the established program number for event.
- (2) On state funded construction projects:
- (a) use state funds for disaster restoration and recovery costs.
 - (b) Initially program phases D1/D2, using FEMA fund code, for debris removal (includes debris blown onto (or from flooding at) active on-going construction sites).
 - (c) create a new sequence and use the established program number for event.
- (3) Refer to the Construction Project Administration Manual (CPAM), [Section 7.6.5](#), for potential impacts emergencies have on active construction projects.

Note on debris removal – generally speaking, the level of FEMA participation versus FHWA ER participation is related to presidential disaster declarations and those counties specifically included in that declaration. Counties identified within the declaration, may be eligible for FEMA funding for debris removal. For counties not identified in the declaration, FHWA ER funding for debris removal may be available.

- (4) When issuing a supplemental agreement for disaster recovery and restoration costs:
- (a) program separate phases for associated costs on the same item segment as the original construction contract.
 - (b) multiple phases may be used in the same supplemental agreement, depending upon the type of work needed.
 - (c) Use the following phases for the specific types of work included in the supplemental agreement:
 - i. E2 - Sign Repr/Repl
 - ii. F2 - Signal Repr/Repl
 - iii. G2 - Emer Road Repair
 - iv. H2 - Emer Bridge Repair
 - v. K2 - Emer Facilities Repair
 - vi. L2 - Emer MOT

G. REFERENCES

Section [339.135\(7\)](#), F.S.

[Title 23](#) Code of Federal Regulations, Subchapter G, Part 667-668

[Emergency Relief Manual \(Federal-Aid Highways\)](#)

[FDOT: Emergency Management](#)

[Emergency Report](#)

[FEMA PAPP](#)

PART III - CHAPTER 19: LOCATION INFORMATION FOR ROADWAYS, BRIDGES AND TRAIL SYSTEM

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PART III - CHAPTER 19: LOCATION INFORMATION FOR ROADWAYS, BRIDGES AND TRAIL SYSTEM

A. OVERVIEW

Throughout the year, the Office of Work Program and Budget periodically reports agency accomplishments to the Florida Legislature, Florida Transportation Commission, and the Florida Department of Transportation's (department's) executive leadership team. Two accomplishments in particular are improvements and additions to both our road and bridge networks. These accomplishments indicate past achievements and those future endeavors prescribed in the department's Program Resource Plan.

These instructions explain the use of certain fields in the Road - Item Segment Location (WP07) screen; Bridge - Item Segment Location (WP10) screen; and Trail – Item Segment Location (WP38) screen. This data is key to determining and reporting agency performance in terms of "lane miles added" and "lane miles improved" (for roadway projects) and "bridges to be repaired or replaced" (for bridge projects). GIS software uses this data to map work program projects.

To ensure links to the roadway characteristics inventory (RCI) and the bridge management system (BMS) can be made, include the following for road and bridge projects: roadway identification (ID), project limits, and applicable item group identifiers with state milepost information. This information is necessary during construction phase programming because it allows credit toward district/turnpike enterprise accomplishments and program targets. The Systems Implementation Office also uses this information to monitor the Strategic Intermodal Systems (SIS) compliance with the SIS Cost Feasible Plan and development of the Shared-Use Nonmotorized (SUN) Trail network.

B. ROAD - ITEM SEGMENT LOCATION (WP07) SCREEN

```

WP07      D_ Display Add Update DEl_loc AddAll
           Workmix Loc_Fin_proj Bridge Item_Seg_def
-----
           FDOT - Work Program Administration          07-08-2020
           Item Segment Location - Road                14:00:09
Item: _____ Segment: _ Geographic District:      County:      MORE:
Desc:
Roadway Id: _____ SR No:                          US No:
Beginning Point: ____0.000 Ending Point: ____0.000      Length:
Roadway Side: _      Lanes Existing:      Lanes Improved: __ Lanes Added: __
Proposed X-Sect: _
Federal Aid System:                          Fed Hwy System:
Comments: _____
           _____
           _____
           _____
           _____
           _____
           _____
           _____
           _____
           _____
           _____
F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff

```

- A roadway project is normally defined as contiguous construction work within a county/section roadway ID number. A project's length is automatically computed as the difference between the beginning and ending milepoints on the WP07 screen. When no roadway section points have been attached to an Item Segment, adding all section points between two mileposts on a single roadway can be accomplished by using the Add All command (AA). This is achieved by entering the roadway ID, Minimum Beginning Milepoint, and the Maximum Ending Milepoint. Please note that once a roadway section is attached to an Item/Segment, the Add All option is no longer available. Occasionally, gaps between contiguous project sections will occur where work will stop and restart further down the roadway. In instances where the gap distance in both directions is significant to the description of work accomplished (e.g., exceeds approximately one-half (1/2) mile), create separate entries on the WP07 and WP10 screens for each new location.

In the following circumstances, consider establishing new item segment numbers:

- The roadway project crosses a county line
- The character of project changes, which materially affects unit costs of project pay items
- There is a significant gap between the beginning and ending milepoints
- For roadway projects programmed with state funds where the majority of the work is on the state highway system, up to approximately one-half (1/2) mile off the state highway system in either direction is permissible if the work is integral to the function of the project.
- Sections of non-mainline (non-through lane) pavement within the project limits, such as turn lanes, interchanges, intersections, guardrails, signing/pavement markings, intelligent transportation

systems, ramps, frontage roads, crossroads, and rest areas will normally be improved as part of a resurfacing project. However, they are not reported as mainline through lane miles resurfaced in the program objectives and accomplishments report. In order to associate additional roadway ID numbers for anything other than the through lanes, the district would create a separate entry on the WP07 screen (use PF6 for multiple entries on the roadway ID screens). If there is more than one roadway ID on the project, note it on the comment screen. All roads functionally classified as rural major collector and above are already assigned roadway ID numbers. The Transportation Statistics Office, through the district/turnpike enterprise planning offices, assigns new roadway ID numbers. All active and future roadway projects require unique roadway ID numbers. Sidewalks, signs, bike paths, multimodal trails, landscaping, signal projects off the state highway system and off the federal highway system (Transportation System 16), do not require roadway ID numbers.

- Roadway ID numbers are required for new projects off the state highway system and off the federal highway system. The roadway ID may be inactivated once the project has been closed, unless the road is on the SIS system. Such roads are subject to the Transportation Statistics Office's normal process.
- For projects off the state highway system, the Transportation Statistics Office will set up a series of roadway IDs using 900 series section numbers. Projects with unique financial project numbers will have their own subsection number. The method is similar to the countywide approach but allows local roadways to be uniquely identified.

Example: Instead of 10 projects on off-system or local roads having a countywide roadway ID of 55-000-000, each of these roads would be assigned a roadway ID ranging from 55-900-001 through 55-900-010. This approach allows each to have its own roadway ID in RCI.

- "Lanes improved" should not exceed the number of "lanes existing". This is defined as the number of through lanes recorded in the RCI system for the majority of the project limits.
- "Lanes added" should be the number of mainline through lanes added to "lanes existing." Correct coding is necessary in order for a project to be included in SIS reporting and mapping.
- When only one direction of a divided roadway is being improved, enter an "R" for right or an "L" for left as applicable. When both sides are improved, enter "C" for composite.
- Check and correct project and/or segment limits when the plans completion status changes to "60% complete." The project manager or designer should refer to the net project length (indicated on the key sheet to the project plans) during this verification. The project manager/designer should inform the district/turnpike enterprise programming staff of any corrections needed.
- Accuracy is key when determining the measure of district/turnpike enterprise accomplishments. Through lanes are the primary concern when counting lane miles added or improved. Reporting lanes added to the state highway system aids in addressing issues of highway congestion and mobility. Similarly, lanes improved are reported to address the resurfacing of through lanes on the state highway system.
- If bike lanes are within the roadway right of way, use the roadway ID; if not, no roadway ID is needed.

- Lanes existing are automatically populated based on the value in RCI within the milepoints specified. For the following work mixes, if there are breaks in the number of lanes on a roadway project (i.e. two lanes from MP 2.000 to 4.000 and four lanes from MP 4.000 to 5.000), each break will require a separate entry on the WP07 screen.

| Work Mix | Description |
|----------|--------------------------------|
| 0548 | ADD AUXILIARY LANE (S) |
| 0213 | ADD LANES & RECONSTRUCT |
| 0218 | ADD LANES & REHABILITATE PVMNT |
| 0547 | ADD THRU LANE(S) |
| 0005 | FLEXIBLE PAVEMENT RECONSTRUCT. |
| 0002 | NEW ROAD CONSTRUCTION |
| 0012 | RESURFACING |
| 0015 | RESURFACING - RIDE ONLY |
| 0217 | RIGID PAVEMENT RECONSTRUCTION |
| 0227 | RIGID PAVEMENT REHABILITATION |
| 0102 | ROAD RECONSTRUCTION - 2 LANE |
| 0216 | SKID HAZARD OVERLAY |
| 0221 | WIDEN/RESURFACE EXIST LANES |

- If the item segment is not one of the work mixes listed above, the number of existing lanes will be populated based on the value stored in RCI between the begin and end points specified. If the number of existing lanes changes between these points, existing lanes will be populated with the average number of lanes between the points specified.

C. BRIDGE - ITEM SEGMENT LOCATION (WP10) SCREEN

```

WP10      D_  Display  Item_Seg_def  Add  DElete  Road
-----
                        FDOT - Work Program Administration      07-08-2020
                        Item Segment Location - Bridge           14:09:33
                                                                MORE:
Item:  _____ Segment:  _   Geographic District:           County:
Desc:
Roadway Id: _____ SR No:                                   US No:
Beginning Point:  0.000   Ending Point:  0.000               Length:
Display Included Bridges Only: N (Y/N)
      Bldg
Sel  No.  Inc   Length   NBI Rat  Op St Suff Rat  Struc Typ  Act Typ  Def Disc
Year

```

- Select “bridge” in the “Brdg No” field if a bridge is to be repaired, rehabilitated, or replaced within the intrastate highways, other arterials, resurfacing, or bridge programs. Identify all bridges to be improved, to include those incidental to road construction or reconstruction projects. Bridge numbers are unique for each structure and allow the repair or replacement to be reported as an agency accomplishment.
- If a project consists of bridge work on more than one roadway ID, setup individual entries for each roadway ID on the WP07 and WP10 screens. This procedure should also be followed when setting up districtwide and similar multi-location projects. It is not necessary to create a separate financial project by defining a different segment. Once geographic locations have been established on the WP07 and WP10 screens, all the bridges and roadway ID’s may be viewed on the Financial Project Location (WP23) screen or by scrolling through the individual entries on the WP10 screen for each roadway ID.
- The WP10 screen displays the last four digits of a six digit bridge number. The first two digits are the county number included in the first two digits of the roadway ID code (i.e., county-section-subsection), as defined on the WP07 screen.
- When bridge work is proposed on an overpass of the mainline section, use the roadway ID (county-section-subsection) of the roadway on which the bridge is located. Measure the location of the beginning and ending bridge mile points along the roadway. When no roadway ID exists for the bridge, request district/turnpike enterprise planning offices assign a county-section-subsection. Both the roadway ID and the bridge location mile points must be used by the district/turnpike enterprise structures and facilities engineers within the BMS and the work program development

staff. Identify the bridge in Pontis in order for it to link to the WPA and appear on the WP10 screen.

All off-system bridge projects require roadway ID numbers.

- The WP10 screen has been modified to allow association of new bridges when design is complete. It has also been modified to no longer display deleted bridges if they were not already associated to the item segment.

D. TRAIL - ITEM SEGMENT LOCATION (WP38) SCREEN

WP38

D_

Display

Add

Update

DEL_loc

Loc_Fin_proj

Item_Seg_def

FDOT - Work Program Administration

07-08-2020

Item Segment Location - Trail

14:10:56

MORE:

Item: _____

Segment: _

Geographic District:

County:

Desc:

Trail Id: _____

Desc:

Beginning Point: ____0.000

Ending Point: ____0.000

Length:

Comments:

F1=Help

F3=Exit

F5=Refresh

F6=Clear

F7=Bkwd

F8=Frwd

F15=Logoff

- SUN TRAIL is a statewide network of shared use nonmotorized trails for bicyclists and pedestrians. Once constructed, these trails are paved facilities physically separated from motorized vehicular traffic by an open space or barrier and are either within the highway right of way or an independent right of way. Section [339.81](#), Florida Statutes, makes an allowance for on-road facilities that are no longer than one-half mile connecting two or more nonmotorized trails, or if the provision of non-road facilities is infeasible and if such on-road facilities are signed and marked for nonmotorized use. The term “trail” is synonymous with shared-use path, multiuse trails, or other similar terms used in other FDOT manuals.
- Select “P” for Path in the location screen. It is used with SUN TRAIL network components regardless of funding source.
- All projects developing “Paths” within the SUN Trail network, regardless of funding source, require a unique Trailway ID and beginning and ending milepoints. Trailway ID numbers and milepoints can be obtained from RCI feature 801. They are similar to Roadway ID’s, and follow the CO-Section convention. The first two digits represent the unique county code; the next three digits represent the Section number, which is 931, the last three digits represent a unique location.

- Unlike the Roadway ID assignment process for roadways, SUN Trail segment Roadway IDs are assigned by the Systems Implementation Office (SIO) after corridors are given to FDOT from FDEP and are aligned to the Florida Greenways and Trails System Plan’s Land Trail Priority Network. As it relates to the RCI, there is a distinct difference between newly developing segments of the roadway network and developing SUN Trail segments. This difference is that there is no Linear Referencing System (LRS) of milepoints for a roadway segment until after it is constructed, whereas for the SUN Trail network, a LRS already exists for “pending” trail segments during the development phases from planning through construction. During this development process of “pending” trail segments, the feature linework represented by the GIS/LRS could potentially change because it represents a general planning corridor.
- After construction of a SUN Trail segment is complete, then RCI coding for that segment is changed from “pending” to “active”. The SUN Trail section milepoints are loaded into the RCI. When SUN Trail segments parallel roadway segments, there is the potential of having two IDs within which to be programmed, both the Roadway ID and the Trailway ID.
- The SUN TRAIL website at: <https://www.fdot.gov/planning/systems/SUNTrail.shtm> contains much useful information.

The IVIEW site at: <https://tdaappsprod.dot.state.fl.us/prv/iview/> allows the user to obtain the Trailway ID and milepoints.

E. LOCATION MINOR WORK MIX ROAD (WP11) SCREEN

WP11

D_ Display Add Update DElete Location

FDOT - Work Program Administration

Location Work Mix - Road

07-08-2020

14:12:45

MORE:

Item: _____ Segment: _

Geographic District:

County:

Roadway Id: _____

SR No:

US No:

Beginning Point: 0.000

Ending Point: 0.000

Length:

| SeI | Work Mix | Description | Quantity | Measure |
|-----|----------|-------------|----------|---------|
| - | _____ | | _____ | |
| - | _____ | | _____ | |
| - | _____ | | _____ | |
| - | _____ | | _____ | |
| - | _____ | | _____ | |
| - | _____ | | _____ | |
| - | _____ | | _____ | |
| - | _____ | | _____ | |
| - | _____ | | _____ | |
| - | _____ | | _____ | |

F1=Help F3=Exit F5=Refresh F6=Clear F7=Bkwd F8=Frwd F15=Logoff

If needed, additional minor work mixes should be added using this Location Work Mix – Road (WP11) screen.

F. FINANCIAL RELOCATION SCREEN (WP23) SCREEN

```

WP23      D_  Display  Add  Update  DElete  Phase_Est
-----
                FDOT - Work Program Administration      07-08-2020
                Financial Project Location                14:13:26
                                                MORE:
Requested Version: __      Displayed Version:
Item No/Segment:  _____ - Phase Group/Type:  _ _
Financial Project Sequence: __      Financial Project Cost:
Desc:
Display Counties (y/N): N  Display External Agencies (y/N): N

Sel Type      Location ID      Description                        %      (F)      Amount

```

- This screen displays each county on a particular item segment phase and sequence. For district-wide projects, multiple counties might be displayed if more than one has been associated to the item segment on the Item Segment Location – County (WP14) screen. Listed are the percent and dollar amount for each county affected by the project.
- The data must be input at the item segment - phase - sequence level.
- To update the screen:
 - On the Item Segment Definition (WP01) screen, enter “L” on the command line to get to the Item Segment Location (WP31) screen.
 - WP31 screen
 - Enter “C” for county in the “Location Type” field to get to the WP14 screen.
 - WP14 screen
 - Enter “A” (Add) at the command line and the county number on the county line to add the county.
 - Enter “LF” (Location Financial Project) on the command line to get to the Location Financial Project-County (WP22) screen, which locates the financial project for the county. This screen lists all phases and sequences for the item segment.
 - WP20 screen

- On the Phase Estimate Detail (WP20) screen, enter “FL” (Financial Project Location) on the command line to get to the WP23 screen.
- WP23 screen
 - You may choose to display the counties for the item segment phase sequence. When the counties are displayed, a percentage and dollar amount for each county will be displayed for that item segment, sequence and phase.
 - To delete a county on the WP23 screen, enter “S” (Select) by the county and “DE” (Delete) on the command line. After entering you will receive a yes or no prompt. The percentages will change based on the counties remaining.
 - To change the percentages on the WP23 screen, enter “S” (Select) by the county and “U” (Update) on the command line. Change the percentage and enter “F” in the blank field under the (F). This will assign a fixed percentage to the county modified. After redisplaying, the new percentage will display for the updated county and the percentages for the remaining counties will be recalculated so that the total sums to 100%. A fixed percentage cannot be assigned to all counties; at least one must be left as variable.

PART III - CHAPTER 20: MAINTENANCE

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PART III - CHAPTER 20: MAINTENANCE

A. ROUTINE MAINTENANCE

1. OVERVIEW

The highway maintenance program preserves Florida's existing transportation infrastructure by setting certain goals as per [334.046\(4\)\(a\)\(3\)](#), Florida Statutes (F.S.) and delineating preservation standards for the State Highway System (SHS). In order to maintain safe and comfortable driving conditions, the maintenance program accomplishes a multitude of activities including minor pavement repair work, roadside aesthetics, movable bridge operations, drainage facilities, traffic services, vegetation control, highway maintenance condition inspection, and evaluation.

2. PROGRAMMING GUIDELINES

a. Maintenance Projects

1. For the first two years of the work program, districts will identify contract maintenance and in-house maintenance and define the scope of work. Program the remaining years in a target box. (See Part IV, Federal Aid Programs of these instructions for further information on maintenance.)
2. Maintenance contracts:
 - i. Use contract class 2 for any department funded agreement/Memorandum of Agreement (MOA) maintenance contracts let using budget category 088712 and using phase 74 or 78.
 - ii. Use contract class 7 for M&O contracts using phase 72.
3. Service patrol contracts:
 - i. Starting in FY 2020, Service Patrol Contract Funding was moved under TSM&O. See the TSM&O Chapter of these instructions for programming guidelines.
4. M&O reimbursements involving department funded agreements/MOAs:
 - i. Use phase 78
 - ii. Program number 00
5. Youth work experience program (YWEP) Section [334.351](#), F.S.:
 - i. Program as M&O contract
 - ii. Use phase 72
 - iii. Program number 00
6. Florida Highway Patrol (FHP) provides traffic control services during a maintenance project:

-
- i. Programmed as M&O contracts.
 - ii. Use phase 78
 - iii. Program number 00
7. Consultant contracts, other than for bridge inspection and scour, to perform work such as overhead sign inspection, roadway characteristics inventory (RCI) collections, and maintenance engineering management consultants:
- i. Use phase 72
 - ii. Program number 83
8. Intelligent Transportation System (ITS) projects in M&O contracts: Districts must meet the Schedule B target (MITS) using only D funds (with no tolerance). (see the Intelligent Transportation System chapter of these instructions for further guidelines.)
- i. Program the ITS projects in M&O contracts using phase 72
 - ii. Program number TI
9. Asset maintenance contracts: Program using item group identifier ASM.
10. Highway beautification maintenance grants: This program uses Work Program budget. These grants must be approved by the Secretary.
- i. Use phase 74
 - ii. Program number 42
 - iii. D funds
 - iv. Contract class 2
11. Keep America Beautiful: This program is also known as the Certified Keep America Beautiful System Grant Program. It provides grants to cities, counties, and local non-profit organizations for litter prevention education programs. This program is funded as an earmark and uses Work Program Budget in the Local Transportation Projects category.
- i. Program number LP
 - ii. phase 74
 - iii. EMXX funds
12. Warehouse distribution charges for signs are an expense item:
- i. Use phase 71. For future maintenance contracts, program a phase 71 for each year of the contract. The district maintenance office will provide the estimated cost of signs for each year of the contract.
13. Program standalone landscape contracts using work mix 1070.

14. For Rail maintenance projects where FDOT owns a portion of the structure and FDOT is contracting with a Railroad Company to perform maintenance on the structural components owned by FDOT: (FDOT shall not fund maintenance projects for Railroad Company assets such as track or structures.)

- i. Use phase 77
- ii. Transportation system 10
- iii. Program 00

The following table illustrates phase and program numbers used for routine maintenance projects:

| PHASE GROUP | PHASE TYPE | PROGRAM NUMBER | COMMENT |
|-------------|------------|----------------|---|
| 7 | B | 00 | Facilities maintenance (turnpike only) |
| 7 | 1 | 00 | In-house roadway maintenance, and in-house bridge inspection or maintenance |
| 7 | 2 | 00 | Contract maintenance, rest area security contracts, YWEP, landscape maintenance contracts |
| 7 | 7 | 00 | Maintenance on rail structures partially owned by FDOT |
| 7 | 8 | 00 | Maintenance agreement with FHP or other local entities |
| 7 | 2 | 41 | Contract maintenance, lighting |
| 7 | 8 | 41 | Maintenance agreement with local agencies, lighting |
| 7 | 4 | 42 | Highway beautification grants |
| 7 | 2 | 43 | Consultant bridge inspection, scour inspection |
| 7 | 2 | 45 | Contract maintenance, rest areas |
| 7 | 2 | 46 | Contract maintenance, movable bridge operations |
| 7 | 1, 2, 4 | 47 | Fairbanks hazardous waste cleanup |
| 7 | 1 | 49 | In-house contamination assessment |
| 7 | 1 | 50 | In-house National Pollutant Discharge Elimination System (NPDES) |

| PHASE GROUP | PHASE TYPE | PROGRAM NUMBER | COMMENT |
|-------------|------------|----------------|---|
| 7 | 2, 8 | 50 | NPDES contracts |
| 7 | 8 | 64 | Maintenance agreement with Department of Corrections |
| 7 | 1 | 80 | Betterment (in-house) |
| 7 | 2 | 83 | Other consultant contracts such as overhead sign inspection, RCI collections and maintenance engineering management consultants |
| | | | |
| 7 | 1 | TI | ITS in-house |
| 7 | 2 | TI | ITS M&O contracts |

b. Bridge Inspection

Note: A joint decision between the Office of Maintenance, Work Program Development Office, Federal Aid Office, and the Office of Comptroller was made on how to program bridge inspections activities when they are performed within an asset maintenance contract.

1. Consultant/contract inspection:
 - i. Use program number 43 for bridge inspection by consultant/contract on any transportation system.
2. Asset maintenance contract inspection:
 - i. Use program number 43 for inspections of local bridges
 - ii. Use program number 00 for inspection of state or toll bridges.
3. State bridges: D funds will be used for state bridges inspected by consultant, except turnpike (use PKxx funds) and toll (use TMxx funds). **Do not use federal funds.**
4. Use the following tables for programming of bridge inspections, load ratings, scour evaluations and the inspection of overhead signs for state, local, turnpike toll and turnpike enterprise bridges. Use D funds for state bridges inspected by state forces.

| SYSTEM | PHASE GROUP | PHASE TYPE | PROGRAM NUMBER | WORK MIX | COMMENT |
|----------|-------------|------------|----------------|-----------|--|
| 01,03,05 | 7 | 1 | 00 | 7092/7093 | In-house bridge inspection |
| 01,03,05 | 7 | 2 | 00 | 7092/7093 | Asset maintenance contract - bridge inspection |
| 01,03,05 | 7 | 2 | 43 | 7092/7093 | Consultants/contracts - bridge inspection |

Note: The limited inspection required on private bridges over state highways will be accomplished using phase 71 (In-house) with state funds.

5. Local government bridge inspection contracts:
 - i. Funded/budgeted biennially using ACBR or ACBZ funds.
 - ii. Use ACBZ funds for inspection of local bridges off the federal-aid system.
 - iii. Use ACBR funds for inspection of local bridges on the federal-aid system.
 - iv. To ensure accurate project accounting, establish a project number for in-house forces to charge time spent administering a local government bridge contract.

| SYSTEM | PHASE GROUP | PHASE TYPE | PROGRAM NUMBER | COMMENT |
|--------|-------------|------------|----------------|--|
| 06, 16 | 7 | 1 | 00 | In-house bridge inspection |
| 06, 16 | 7 | 2 | 43 | Asset maintenance contract - bridge inspection |
| 06, 16 | 7 | 2 | 43 | Consultants/contracts - bridge inspection |

6. Toll bridges - TMxx funds must be used for inspection of toll bridges:

| SYSTEM | PHASE GROUP | PHASE TYPE | PROGRAM NUMBER | COMMENT |
|--------|-------------|------------|----------------|--|
| 04, 07 | 7 | 1 | 00 | In-house bridge inspection |
| 04, 07 | 7 | 2 | 00 | Asset maintenance contract - bridge inspection |
| 04, 07 | 7 | 2 | 43 | Consultants/contracts – bridge inspection |

Refer to the Turnpike/Toll chapter of these instructions for more information on the use of TMxx funds.

7. Use PKxx for inspection of turnpike bridges:

| SYSTEM | PHASE GROUP | PHASE TYPE | PROGRAM NUMBER | COMMENT |
|--------|-------------|------------|----------------|---|
| N/A | N/A | N/A | N/A | In-house bridge inspection |
| 02 | 7 | 2 | 43 | Consultants/contracts bridge inspection |

8. Scour evaluations required for National Bridge Inspection System (NBIS):
 - i. Use ACBR funds for projects off the SHS and on the federal-aid system
 - ii. Use ACBZ funds for projects off the SHS and off the federal-aid system
 - iii. Use state funds for projects on the SHS

9. When using federal funds, the state bridge engineer and the FHWA division bridge engineer must approve the scope of work and the method of compensation prior to requesting technical proposals.
10. If using an asset maintenance contract:
 - i. Use phase 72 on the proper system.
 - ii. Program number 00 if on the SHS
 - iii. Program number 43 if off the SHS.
11. Load ratings:
 - i. Use ACBR funds for evaluation of all state bridge load ratings
 - ii. Use PKxx for the turnpike
 - iii. Use TMxx for toll facilities (TMxx).
 - iv. Use state funds for state bridges off the federal aid system.
12. Ancillary structure (overhead signs, high mast light poles and mast arms) inspections programming guidelines:
 - i. Use D funds for all ancillary structure inspections
 - ii. Use PKxx for turnpike
 - iii. Use TMxx for tolls

| SYSTEM | PHASE GROUP | PHASE TYPE | PROGRAM NUMBER | COMMENT |
|------------------------------|-------------|------------|----------------|---|
| 01, 02, 03, 04, 05, 07 | 7 | 1 | 00 | In-house ancillary structure inspection |
| 01, 02, 03, 04, 05, 07 | 7 | 2 | 83 | Consultants/contracts ancillary structure sign inspection |

c. Highway Lighting

1. The Department of Transportation (department) participates with local governmental agencies in the funding for M&O costs associated with highway lighting on the SHS. Highway lighting maintenance and operation costs will be shared by the department and participating local governmental agencies for those systems which meet the department's criteria for installation.
2. Reimbursing local agencies for lighting projects which meet department standards:
 - i. Use phase 78

- ii. Program number 41
- iii. D funds.
- 3. Reimbursing local agencies for lighting projects which **do not** meet department standards:
 - i. Use phase 78
 - ii. Program number 41
 - iii. DS or DDR funds.
 - iv. Use appropriate transportation system
- 4. For department contracts:
 - i. Use phase 72
 - ii. Program number 41
 - iii. D funds
 - iv. Use appropriate transportation system

Example: For maintenance lighting agreements with local agencies which meet department standards, use appropriate transportation system, fund code D phase 78 and program number 41.

| PHASE | SEQUENCE | PROGRAM NO. | FUND | AMOUNT | TRANS SYS | FISCAL YEAR |
|-------|----------|-------------|------|-------------|-----------|-------------|
| 78 | 01 | 41 | D | \$1,000,000 | XX | 20XX |

Example: For maintenance lighting agreements with local agencies which do not meet department standards, use appropriate transportation system, fund code DS or DDR phase 78 and program number 41.

| PHASE | SEQUENCE | PROGRAM NO. | FUND | AMOUNT | TRANS SYS | FISCAL YEAR |
|-------|----------|-------------|-----------|-------------|-----------|-------------|
| 78 | 01 | 41 | DS DDR | \$1,000,000 | XX | 20XX |

Example: For contract maintenance lighting agreements, use appropriate transportation system, fund code D, phase 72 and program number 41.

| PHASE | SEQUENCE | PROGRAM NO. | FUND | AMOUNT | TRANS SYS | FISCAL YEAR |
|-------|----------|-------------|------|-------------|-----------|-------------|
| 72 | 01 | 41 | D | \$1,000,000 | XX | 20XX |

B. OUTDOOR ADVERTISING MITIGATION PROGRAM

1. OVERVIEW

Section [479.106](#), F.S., provides a process for the outdoor advertising industry to remove vegetation around their signs. This law allows the outdoor advertising industry to process an application with

the department to remove, cut, or trim trees/vegetation to make visible or to ensure future visibility of a proposed sign or active permitted sign. However, the industry must mitigate for what they remove in vegetation. They can do it themselves under a department approved landscape plan or pay mitigation fees to the department. The district can choose where and how to expend mitigation funds, as long as it is on a landscape project. Listed below is an approved option on how mitigation funds should be handled.

2. PROGRAMMING GUIDELINES

- a. Each district will establish a reserve based on anticipated mitigation fees described in [Rule 14-10.057, Florida Administrative Code](#). Districts are authorized to use the reserve to complete landscape mitigation projects consistent with Section [479.106\(3\)](#), F.S. Establish a new work program item segment and assign district budget when receiving local funds for vegetation mitigation. Districts will coordinate with the Work Program Development and Operations Office as the item may require a work program amendment.
- b. Track and record receipt of revenue(s) from billboard/sign companies using a unique financial project number. Use separate financial projects to record and track commitments and expenditures. It is appropriate to set up financial projects for additional contracts as approved in the future.
- c. Program phase 72 and program number 00 in anticipation of a maintenance contract commitment initially.
- d. If using in-house assets, create maintenance in-house phase and reduce another in-house project/phase.
- e. Program with local funds
- f. Use work mix 7084 – Outdoor Advertising Mitigation.

Example: To program a statewide vegetation management project use transportation system 13, fund code LF, phase 72 and program number 00.

| PHASE | SEQUENCE | PROGRAM NO. | FUND | AMOUNT | TRANS SYS | FISCAL YEAR |
|-------|----------|-------------|------|-----------|-----------|-------------|
| 72 | 01 | 00 | LF | \$250,000 | 13 | 20XX |

C. NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) - MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PERMITTING PROGRAM

1. OVERVIEW

The National Pollutant Discharge Elimination System (NPDES) - Municipal Separate Storm Sewer System (MS4) Permitting Program was established in 1987 to meet the requirements of the Federal Clean Water Act, as amended. The U.S. Environmental Protection Agency authorized the administration of the program in Florida with the goal of reducing pollutants in stormwater discharges. Multiple NPDES MS4 permits regulate FDOT.

District offices are granted authorization for stormwater discharges under the NPDES MS4 program by maintaining coverage under an individual or generic (general) permit. Districts will maintain NPDES MS4 compliance with individual or generic permits, the FDOT Statewide Stormwater Management Plan and district-specific standard operating procedures.

Work being performed under this program includes the fulfillment of the NPDES MS4 permit requirements. This includes, but is not limited to ongoing maintenance activities, corrective actions to existing stormwater structures (e.g., retention/detention ponds, culverts, drainage ditches, etc.), routine monitoring, and sampling activities.

2. PROGRAMMING GUIDELINES

- a. Program number 50 will be associated with budget category maintenance and operations contracts (088712).
- b. For in-house costs related to NPDES:
 - i. Use phase 71
 - ii. Program number 50
 - iii. Transportation system 02 with PKM1 funds or
 - iv. Transportation system 13 with DIH funds

| PHASE | TRANS SYS | PROGRAM NO. | FUND | AMOUNT | ALLOC TYPE | FISCAL YEAR |
|-------|-----------|-------------|------|----------|------------|-------------|
| 71 | 13 | 50 | DIH | \$10,000 | 1 | 20XX |

- c. For NPDES MS4, districts will program in accordance with the targets issued in the maintenance portion of Schedule B using state funds only.
- d. For NPDES consultant contracts:
 - i. Use phase 72
 - ii. Program number 50
 - iii. Transportation system 02 with PKM1 funds or
 - iv. Transportation system 13 with D funds

| PHASE | TRANS SYS | PROGRAM NO. | FUND | AMOUNT | ALLOC TYPE | FISCAL YEAR |
|-------|-----------|-------------|------|----------|------------|-------------|
| 72 | 13 | 50 | D | \$10,000 | 1 | 20XX |

- e. For those districts that have the opportunity to participate in ongoing work being performed by cities/counties:
 - i. Use phase 78 (must support these phases with department funded agreements)
 - ii. Program number 50
 - iii. Transportation system 02 with PKM1 funds or

- iv. Transportation system 13 with D funds. These phases must be supported by department funded agreements.

| PHASE | TRANS SYS | PROGRAM NO. | FUND | AMOUNT | ALLOC TYPE | FISCAL YEAR |
|-------|-----------|-------------|------|----------|------------|-------------|
| 78 | 13 | 50 | D | \$10,000 | 1 | 20XX |

- f. Establish separate financial projects (sequence 01, 02) for each department funded agreement and each consultant contract. At a minimum, one financial project to accumulate direct in-house charges (not directly associated with other specific phases already in the work program) in each district.

D. REFERENCES

Procedure [375-000-005](#), Performance Based Maintenance Contracting

Procedure [375-020-002](#), Contract Maintenance Inspection and Reporting

[334.046](#), F.S.

PART III - CHAPTER 23: PRELIMINARY ENGINEERING

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PART III - CHAPTER 23: PRELIMINARY ENGINEERING

A. OVERVIEW

The preliminary engineering (PE) program includes the activities and resources related to location engineering and design phases of highway and bridge construction projects. Activities include topographic data collection, project development, surveying and mapping, engineering, and design. For programming post design engineering services, please see Part III, Chapter 6, Construction Engineering and Inspection. (For further information see Part IV, Federal Aid Programs.)

B. IN-HOUSE PRELIMINARY ENGINEERING

1. OVERVIEW

- Program PE phase physical limits consistent with construction phase limits. Exceptions to this rule to use districtwide or corridor limits should be judged on the basis of materiality for accurate project costing.
- In-house phases should be programmed on specific projects, but they may also be programmed on box items. The total programmed should correspond to the target amount reflected in Schedule B.
- The Florida Department of Transportation (department) should maintain sufficient in-house PE for a viable training program so department staff and surveyors have "hands-on" experience in design and other related work activities.

2. PROGRAMMING GUIDELINES

- Program in-house as appropriate, within these guidelines: Develop in-house staff levels sufficient to monitor consultants
- Use phase 31, program number 00
- On the State Highway System (SHS)
 - State-funded

In-house phases for state funded projects on the SHS must be programmed with DIH, DSBX, PKXX funds, as appropriate.

- Federal-funded

In-house phases for projects on the SHS using federal funds may be programmed using DIH, DSBX or PKXX funds, but may also be programmed with any eligible federal fund. See Turnpike Enterprise and Other Toll Facilities chapter of these instructions for more detail about programming DSBX funds.

- Off the SHS

In-house phases for projects off the SHS must be programmed with any eligible federal fund.

| <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 | SA | \$10,000 | 1 | 20XX |

C. PRELIMINARY ENGINEERING CONSULTANT

1. OVERVIEW

- All cost estimates for PE and project development and environment (PD&E) work phases for product support shall be prepared by district staff designated by the district director of transportation development. The individuals developing the cost estimates for the PE and PD&E work phases shall document the basis of the cost estimates by a signed memorandum transmitting the estimated cost to the district Work Program Office. The memorandum shall include a summary of all presumptions made in preparing the cost estimate. Considerations that should be included in developing these cost estimates are the conceptual construction cost estimates, the proposed type of environmental documentation, any known or expected environmental concerns, the stage of design plans to be developed, the level of design effort already complete, and the complexity of the project.

2. PROGRAMMING GUIDELINES

- PE consultants for bridge replacement are funded by the statewide bridge program.
- Example: \$500,000 is allocated annually for the PE consultants to support the pavement management program. These funds should be programmed by the central office program manager using phase 32, DC funds, program number 00 and managing district 40.

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 32 | 01 | 00 | DC | \$10,000 | 1 | 20XX |

- PE may also be programmed over multiple years in order to reflect individual contracts for location studies, environmental studies, corridor analysis, and all other PE and PD&E activities.
- If a PE consultant contract (phase 32, program 00) is to be split into sequences (e.g. sequence 01 and sequence 02), program the estimated amount of each sequence in the year in which the contract for that sequence is anticipated to be executed.

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 32 | 01 | 00 | DS | \$10,000 | 1 | 20XX |
| 32 | 02 | 00 | DS | \$10,000 | 1 | 20XX |

D. VALUE ENGINEERING

1. OVERVIEW

All projects with an estimated cost of \$25 million or more shall have a minimum of one value engineering (VE) study conducted during project development. This estimated cost shall include all costs associated with the project, including but not limited to design, right of way, construction, and

administrative costs. For design-build projects, the VE study shall be conducted prior to the release of the request for proposal document. The greatest potential for improvement is during the initial concepts or comparison of alternatives review periods; therefore, it is the department's objective to schedule studies during these phases.

The districts have the flexibility to study additional projects below the mandatory \$25 million cost threshold. Projects which may be considered should include:

- Projects that substantially exceed initial cost estimates
- Complex projects
- Projects requested for VE by a department project manager
- Projects with high right of way costs
- Projects and processes with unusual problems

For federal guidelines, see Part IV, Federal Aid Programs, of these instructions.

2. PROGRAMMING GUIDELINES

Each district should budget and reserve an appropriate amount based on the district's work program for VE studies. VE projects are eligible for federal-aid. Use phase 32, program 00 to program value engineering studies performed by consultants for planning, PD&E and final design. State or federal funds may be programmed.

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 32 | 01 | 00 | XXXX | \$40,000 | 1 | 20XX |

E. DESIGN METHODS

1. CIVIL INTEGRATED MANAGEMENT PROJECTS (3D PROJECTS)

- 3D Design – A 3D Design is one in which the creative work or service of Engineering is performed with the full knowledge of the work-space in three dimensions. This implies the use of more modern methods performed with computer based tools allowing the design professional to view the project workspace in three dimensions, as one would in the real world. These designs are created with appropriate geospatial properties that can then be shared with other systems for mapping, maintenance, emergency management, etc. The focus for 3D Design is to create the “virtual twin or fully integrated model” of what is to be constructed.
- If the project is one in which cross sections or special profiles are needed to communicate design intent to the construction contractor or are necessary for the computation of quantities, the project should be designed using 3D Design methods.
- Use the Item Group **3DPR** for all projects that will include a 3D design element. It is imperative that all projects using this design method are properly coded.

F. REFERENCE

Procedure [625-030-002](#), Value Engineering

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.

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)]
- SFA6 – Installation of CCTV for improved bridge tender visibility
- SFA7 – SHSP Emphasis Area – Aggressive Driving
- SFA8 – Continuing Priority Area 1 – occupant protection
- SFA9 – SHSP Emphasis Area - Impaired Driving
- CTST - Community Traffic Safety Team sponsored project
- HEBC – Other hazard elimination Net Present Value justified project
- SKID – Skid hazard reduction 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), one of which must be SKID.
- **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, the appropriate construction phase with program number 06 and item group identifier SKID. 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 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 34: STATE INFRASTRUCTURE BANK

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PART III - CHAPTER 34: STATE INFRASTRUCTURE BANK

A. OVERVIEW

The State Infrastructure Bank (SIB) is a revolving loan and credit enhancement program consisting of two separate accounts and is used to leverage funds to improve project feasibility. The SIB can provide loans and other assistance to public or private entities carrying out, or proposing to carry out, projects eligible for assistance under federal and state law.

The federally-funded account is capitalized with federal money matched with state money as required by law under the [Transportation Equity Act for the 21st Century \(TEA-21\)](#). All repayments are repaid to the federal-funded SIB account and revolved for future loans. Projects must be eligible for assistance under [Title 23, United States Code \(USC\)](#) or capital projects as defined in [Section 5302](#) of [Title 49 USC](#). Projects must be included in the adopted comprehensive plans of the applicable metropolitan planning organization (MPO) and must conform to all federal and state laws, rules, and standards.

The state-funded account is capitalized by state money and bond proceeds per Sections [339.55](#), and [215.617](#), Florida Statutes (F.S.). All repayments are paid to the State Board of Administration (SBA) where debt service is covered on any outstanding bonds; with the remainder returned to the state-funded account and revolved for future loans. Projects must be on the state highway system or provide increased mobility on the state's transportation system, or provide intermodal connectivity with airports, seaports, rail facilities and other transportation terminals, pursuant to Section [341.053](#), F.S., for the movement of people and goods.

Also see Part IV, Federal Aid Programs, SIB section of these instructions.

B. PROGRAMMING GUIDELINES

SIB funds do not inflate regardless of phase. The SIB fund allocation will equal the loan amount. Section C of this chapter is a SIB Programming Matrix that complements the following instructions and can be used to assist the Work Program Development and Operations Office when programming SIB projects.

1. CAPITALIZATION OF THE SIB

This represents the transfer of funds (either state or federal) to the SIB escrow accounts for future lending to SIB projects. This programming will be coordinated through the SIB Program Manager with assistance by the Work Program Development and Operations Office.

- **State-funded SIB account**
 - Phase – A8
 - Program Number – 69
 - Fund Code – D
 - Allocation Type – 1
 - Description – “Capitalization of State-funded SIB account”

- Fiscal Year - Cost estimate in the year(s) the funding is to be transferred to the state SIB capitalization escrow account for the amount of the transfer.

Example: To program a \$1.5 million capitalization of the emergency State-funded SIB, use Phase A8 with Program Number 69, Fund Code D and Allocation Type 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> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| A8 | 01 | 69 | D | \$1,500,000 | 1 | 20XX |

- **Federal-funded SIB account**

- Phase – A8
- Program Number – 69
- Fund Code – S99A
- Allocation Type – 1
- Description – “Capitalization of the Federal-funded SIB account”
- Fiscal Year - Cost estimate in the year(s) the funding is to be transferred to the federal SIB escrow account for the amount of the transfer.

2. STATE-FUNDED SIB LOANS

a. Programming the loan disbursement/use of loan proceeds

The loan is programmed for the actual amount of the loan awarded. SIB loans to the District offices (internal loans) or to the Florida Turnpike Enterprise are to be programmed by the managing district. All other loans to local governmental or private entities are to be programmed by the SIB Program Manager with assistance from the Work Program Development and Operations Office. In either case, no adjustments to programmed SIB amounts may be made without prior approval of the SIB Program Manager.

1) Loans to district offices or turnpike enterprise on individual projects

- Phase – Program standard phase of work the loan is funding (e.g., phase 52 if for construction).
- Program Number – Appropriate for the type of work.
- Fund Code – SIB1
- Allocation Type – 1
- Item Group Identifier – SIBS (state-funded), SIBB (bond-funded) or SIBC (State Transportation Trust Fund (STTF) capitalization-funded) – use multiple identifiers as appropriate. The SIB Program Manager will identify the appropriate item group for each SIB loan.

- Description – The description field in the Item Segment Definition (WP01) screen should state, “SIB loan to ____”.
- Fiscal Year - Cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount.

Example: To program \$10M SIB loan for construction on SR 500/US 192, use phase 52 with Program Number 02, Fund Code SIB1, Allocation Type 1, and Item Group Identifier SIBC.

| <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 | SIB1 | \$10,000,000 | 1 | 20XX |

2) Loans to public or private entities on individual projects not managed by a District

When the loan is to a public or private entity and the project will not be managed by a District, the SIB Program Manager will be responsible for programming the primary phase on a separate financial project. The managing and budgeting District will be 15 (Central Office, statewide SIB management).

- Phase – Program phase X4 for the type of work the loan is funding.
- Program Number – Appropriate for the type of work for which the loan proceeds are being used.
- Fund Code – SIB1
- Allocation Type – 1
- Budgeting District - 15
- Item Group Identifier – SIBS (state-funded), SIBB (bond-funded) or SIBC (STTF capitalization-funded) – use multiple identifiers as appropriate. The SIB Program Manager will identify the appropriate item group for each SIB loan.
- Description – The description field in the Item Segment Definition (WP01) screen should state, “SIB loan to ____”.
- Fiscal Year – Cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount.

3) Loans to public or private entities when the Department is managing or contracting the work (SIB loans funding a Locally Funded Agreement (LFA))

SIB loans may be used by a public or private entity to fund all or a portion of a project being constructed by the Department.

- Budgeting District will change to the District where the work will be done (i.e. from Budgeting District 15).

- SIB funds on the separate financial project will be reflected in the primary construction contract document.
- Phase – Program Phase X4 for the type of work the loan is funding and entity the loan is given.
- Program Number – Appropriate for the type of work for which the loan proceeds are being used.
- Fund Code – SIB1
- Allocation Type – 1
- Item Group Identifier – SIBS (state-funded), SIBB (bond-funded, or SIBC (STTF capitalization-funded) – use multiple identifiers as appropriate. The SIB Program Manager will identify the appropriate Item Group for each SIB loan.
- Description – The description field in the Item Segment Definition (WP01) screen should state, “SIB loan to ____”.
- Fiscal Year – Cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount.

Example: To program the use of \$3M in loan funds for construction of a roadway project the Department is building for another entity, use phase 54 with Program Number 02, Fund Code SIB1, Allocation Type 1, and Item Group Identifier SIBS.

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 54 | 01 | 02 | SIB1 | \$3,000,000 | 1 | 20XX |

4) Loans to public or private entities when the Department is managing or contracting the work AND the Department utilizes a state-funded SIB loan on the same project.

- SIB loans may be used by a public or private entity to fund a portion of a project being constructed by the Department while the Department also utilizes a SIB loan to fund the remainder, or a portion of, the same project. Budgeting District will change to the District where the work will be done (i.e. from Budgeting District 15).
- Phase
 - Same Phase for both SIB loans:
 - Program standard phase of work the loan is funding (e.g., Phase 52 if for construction) for both borrower’s SIB loan amounts (combine amounts) on same project number.
 - Different Phase for each SIB Loan:
 - Preferred method is to have contract carve out the SIB Phase (X4)

- For loan to District offices or Turnpike Enterprise – program standard phase of work the loan is funding (e.g., Phase 52 if for construction).
- For loan to public or private entities – program Phase X4 for the type of work the loan is funding.

Note: If X4 phase cannot be included on same project segment, a new project segment will be required to accommodate the X4 phase and must be reflected in the primary construction contract document.

- Program Number – Appropriate for the type of work for which the loan proceeds are being used.
- Fund Code – SIB1
- Allocation Type – 1
- Item Group Identifier – SIBS (cash-funded), SIBB (bond-funded), or SIBC (STTF capitalization-funded) – use multiple identifiers as appropriate. The SIB Program Manager will identify the appropriate Item Group for each SIB loan.
- Description – The description field in the WP01 screen should state, “SIB loan to ____”.
- Fiscal Year – Cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount.

Example: To program the use of \$12,000,000 in loan funds for construction of River Road for Sarasota County SIB Borrower and \$41,036,629 in loan funds for construction of River Road for FDOT SIB Borrower, use Phase 52, Program Number 02, Fund Code SIB1, Allocation Type 1, and Item Group Identifier SIBS.

| <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 | SIB1 | \$53,036,629 | 1 | 20XX |

b. Programming the repayment of the loan

Upon approval of the Secretary to move forward with SIB loan, Districts are to program the repayment (A8) funds based on the loan application and repayment schedule to be included in the loan agreement.

SIB loan agreements are for specific transportation improvements and may include more than one financial project. When programming the repayment of the entire loan agreement, there is an option to program it on one financial project within that agreement rather than on each item. Items programmed by this method will reference the location of the repayment on the WP01 screen. This programming will be done by the Work Program Development and Operations Office staff per guidance from the SIB Program Manager.

1) Internal loan repayments (non-AC funds)

- Phase – A8
- Program Number – SB
- Budgeting District – District where the work will be done (*i.e. Budgeting District 08 for loan repayments from Turnpike*)
- Fund Code – State (*or Turnpike*)
- Allocation Type – 1
- Description – “Repayment for SIB loan for ____”.
- Fiscal Year – Repayment cost estimate(s) should be programmed in the year(s) in which the loan repayments are to be made.

Note: If repayments are modified from the executed SIB loan agreement, an amendment to the SIB loan agreement must be executed prior to cost estimates being modified in Work Program to reflect the most current repayment schedule provided by the SIB Program Manager.

Example: To program a \$575,848 annual repayment of the SIB loan for constructing State Road 82, use phase A8 with Program Number SB, Fund Code DI, and Allocation Type 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> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| A8 | 01 | SB | DI | \$575,848 | 1 | 20XX |

2) Internal loan repayments (use of AC other than ACNP and ACBR funds)

Program the regular federal fund estimate in the same year(s) as the ACXX fund.

- Phase – A8
- Program Number – Use Program Number SB for ACXX funds and Program Number 52 for associated federal funds (see Fund Code bullet below).
- Fund Code – All federal funds must be advanced construction (AC) – ACXX. Regular federal fund that will match the associated ACXX fund programmed on the project must also be programmed.
- Allocation Type – 1
- Description – “Repayment for SIB loan for ____”.
- Fiscal Year – Repayment cost estimate(s) should be programmed in the year(s) in which the loan repayments are to be made.

Note: If repayments are modified from the executed SIB loan agreement, an amendment to the SIB loan agreement must be executed prior to cost estimates being modified in Work Program to reflect the most current repayment schedule provided by the SIB Program Manager.

Example: To program a \$6,741,000 repayment of the SIB loan for adding lanes on US 41, use Phase A8 with Program Number SB, Fund Code ACSU, and Allocation Type 1 and use phase A8 with Program Number 52, Fund Code SU, and Allocation Type 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> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| A8 | 01 | SB | ACSU | \$6,741,000 | 1 | 20XX |
| A8 | 01 | 52 | SU | \$6,741,000 | 1 | 20XX |

Note:

- If the reimbursement is funded with ACNP or ACBR, an estimate for conversion should not be programmed.

3) External loan repayments

Tracked by the SIB Program Manager – not programmed in the Financial Management (FM) system.

3. FEDERAL-FUNDED SIB LOANS**a. Programming the loan disbursement/use of loan proceeds**

The loan is programmed for the actual amount of the loan awarded. SIB loans to the District offices or Turnpike Enterprise are to be programmed by the managing District. All other loans to local governmental entities or private entities are to be programmed by the SIB Program Manager with assistance from the Work Program Development and Operations Office. In either case, no adjustments to programmed SIB amounts may be made without prior approval of the SIB Program Manager.

1) Loans to District offices or Turnpike Enterprise on individual projects

- Phase – Program standard phase of work the loan is funding (e.g., phase 52 if for construction).
- Program Number – Appropriate for type of work for which loan proceeds are being used.
- Fund Code – SIBF
- Item Group Identifier – SIBF (federal-funded)
- Description – The description field in the Item Segment Definition (WP01) screen should state, “SIB loan to ____”.
- Fiscal Year – Cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount.

Example: To program \$10M SIB loan for construction on SR 500/US 192, use phase 52 with Program Number 02, Fund Code SIBF, Allocation Type 1, and Item Group Identifier SIBF.

| <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 | SIBF | \$10,000,000 | 1 | 20XX |

2) Loans to public or private entities on individual projects not managed by a District

When the loan is to a public or private entity and the project will not be managed by a District, the SIB Program Manager will be responsible for programming the primary phase on a separate financial project. The managing and budgeting District will be 15 (Central Office, statewide SIB management).

- Phase – Program phase X4 for the type of work the loan is funding.
- Program Number – Appropriate for the type of work for which the loan proceeds are being used.
- Fund Code – SIBF
- Allocation Type – 1
- Budgeting District - 15
- Item Group Identifier – SIBF (federal-funded)
- Description – The description field in the Item Segment Definition (WP01) screen should state, "SIB loan to_____".
- Fiscal Year – Cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount.

Example: To program \$3M SIB loan for construction of the Lee transit facility, use phase 54 with program no. 20, fund code SIBF, allocation type 1, and item group identifier SIBF.

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 54 | 01 | 20 | SIBF | \$3,000,000 | 1 | 20XX |

3) Loans to public or private entities when the department is managing or contracting the work (SIB loans funding a Locally Funded Agreement (LFA))

SIB loans may be used by a public or private entity to fund all or a portion of a project being constructed by the Department.

- Budgeting District will be changed to the District where the work will be done (i.e. from Budgeting District 15).
- Phase – Program phase X4 for the type of work the loan is funding and entity the loan is given.
- Program Number – Appropriate for the type of work for which the loan proceeds are being used.

- Fund Code – SIBF
- Allocation Type – 1
- Item Group Identifier – SIBF (federal-funded)
- Description – The description field in the Item Segment Definition (WP01) screen should state “SIB loan to ____”.
- Fiscal Year – Cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount.

Example: To program the use of \$3M in loan funds for construction of a roadway project the Department is building for another entity, use Phase 54 with Program No. 02, Fund Code SIBF, Allocation Type 1, and Item Group Identifier SIBF.

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 54 | 01 | 02 | SIBF | \$3,000,000 | 1 | 20XX |

4) Loans to public or private entities when the Department is managing/contracting the work AND the Department utilizes a federal-funded SIB loan on the same project.

SIB loans may be used by a public or private entity to fund a portion of a project being constructed by the Department while the Department also utilizes a SIB loan to fund the remainder, or a portion of, the same project.

Note: For External SIB loans where both District and External borrower are utilizing SIB loans with same 11-digit Project Number, (i.e. The external participant has provided the SIB loan proceeds to the District for work to be completed on their behalf).

- Budgeting District will change to the District where the work will be done (i.e. from Budgeting District 15).
- Phase
 - Same Phase for both SIB loans:
 - Program standard phase of work the loan is funding (e.g., Phase 52 if for construction) for both borrower’s SIB loan amounts (combine amounts) on same project number.
 - Different Phase for each SIB loan:
 - Preferred method is to have contract carve out separate phase for X4.
 - For loan to District offices or Turnpike Enterprise – program standard phase of work the loan is funding (e.g., Phase 52 if for construction).
 - For loan to public or private entities – program Phase X4 for the type of work the loan is funding.

Note: If X4 phase cannot be included on same project segment, a new project segment will be required to accommodate the X4 phase and must be reflected in the primary construction contract document.

- Program Number – Appropriate for the type of work for which the loan proceeds are being used.
- Fund Code – SIBF
- Allocation Type – 1
- Item Group Identifier – SIBF (federal-funded).
- Description – The description field in the Item Segment Definition (WP01) screen should state, “SIB loan to _____”.
- Fiscal Year – cost estimate should be programmed in the year the loan is expected to begin disbursing for the entire loan award amount.

Example: To program the use of \$12,000,000 in loan funds for construction of River Road for Sarasota County SIB borrower and \$41,036,629 in loan funds for construction of River Road for FDOT SIB borrower, use Phase 52 with Program No. 02, Fund Code SIBF, Allocation Type 1, and Item Group Identifier SIBF.

| <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 | SIBF | \$53,036,629 | 1 | 20XX |

b. Programming the repayment of the loan

Upon approval of the Secretary to move forward with SIB loan, Districts are to program the repayment (A8) funds based on the loan application and repayment schedule to be included in the loan agreement.

SIB loan agreements are executed for specific transportation improvements and may include more than one financial project. When programming the repayment of the entire loan agreement, there is an option to program it on one financial project within that agreement rather than on each item. Items programmed by this method will reference the location of the repayment on the WP01 screen. This programming will be done by the Work Program Development and Operations Office staff per guidance from the SIB Program Manager.

1) Internal Loan Repayments (non-AC)

- Phase – A8
- Program Number – SB
- Budgeting District – 15 (*use Budgeting District 08 for loan repayments from Turnpike*)
- Fund Code - State (*or Turnpike*)

- Allocation Type – 1
- Description – “Repayment of SIB loan for ____”.
- Fiscal Year – Repayment cost estimate(s) should be programmed in the year(s) in which the loan repayments are to be made.

Example: To program a \$340,000 annual repayment of the SIB loan for a project, use Phase A8 with Program Number SB, Budgeting District 15, Fund code DI, and Allocation Type 1.

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>BUDGET DISTRICT</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|------------------------|----------------------------|-------------|---------------|-----------------------|------------------------|
| A8 | 01 | SB | 15 | DI | \$53,036,629 | 1 | 20XX |

2) Internal Loan Repayments (use of AC other than ACNP and ACBR funds)

Program the regular federal fund estimate in the same year(s) as the ACXX fund.

- Phase – A8
- Program Number – Use Program Number SB for ACXX funds and Program Number 52 for associated federal funds (see Fund Code bullet below).
- Budgeting District – Use Budget District 15 for ACXX funds and Budget District 15 for associated federal funds (see Fund Code bullet below).
- Fund Code – All federal funds must be advanced construction (AC) – ACXX. Regular federal fund that will match the associated ACXX phase programmed on the project must also be programmed.
- Allocation Type – 1
- Description – “Repayment of SIB loan for ____”.
- Fiscal Year – Repayment cost estimate(s) should be programmed in the year(s) in which the loan repayments are to be made.

Example: To program the \$2M repayment for the SIB loan for adding lanes on US17, use Phase A8 with Program Number SB, Budgeting District 15, Fund code ACSN, and Allocation Type 1. The regular federal funds programmed to match would use Phase A8 with Program Number 52, Budgeting District 15, Fund code SN, and Allocation Type 1.

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>BUDGET DISTRICT</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|------------------------|----------------------------|-------------|---------------|-----------------------|------------------------|
| A8 | 01 | SB | 15 | ACSN | \$2,000,000 | 1 | 20XX |
| A8 | 01 | 52 | 15 | SN | \$2,000,000 | 1 | 20XX |

Notes:

- If the reimbursement is funded with ACNP or ACBR, an estimate for conversion should not be programmed.

3) Repayment from public or private entities (local funds)

Tracked by the SIB Program Manager - not programmed in the FM system.

4. SIB LOAN TRANSFERS TO TURNPIKE ENTERPRISE

SIB loan transfers to Turnpike Enterprise are required when the SIB loan is used to cover debt service subsidies only (e.g. interest payments).

- Programming the loan transfer between escrow accounts
 - Phase – A8
 - Program Number – 75
 - Fund Code – SIB1
 - Allocation Type – 6
 - Sequence – use sequence 1
- Programming the repayment back to STTF
 - Phase – A8
 - Program Number – SB (for federal-funded SIB) or SB (for state-funded SIB)
 - Budgeting District – 08
 - Fund Code – use appropriate Turnpike Enterprise Work Program fund codes
 - Allocation Type – 1
 - Sequence – use different sequence than the loan (sequence 02)

C. PROGRAMMING MATRIX

State Infrastructure Bank Programming Matrix

| SIB | Loan Type | Borrower | Programming Type | Fund Code | Allocation Type | Program Number | Budgeting District | Phase |
|------------|------------------|-----------------|-------------------------|------------------|------------------------|------------------------------|---------------------------|------------------------|
| State | Internal | FDOT | Loan | SIB1 | 1 | Appropriate for type of work | Project location | Standard phase of work |

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

September 18, 2020
Revised December 14, 2020

| | | | | | | | | |
|---------|----------|-------|-----------|----------|-----|------------------------------|--------------------|------------------------|
| State | Internal | FDOT | Repayment | State/AC | 1 | SB | Project location | A8 |
| State | External | Other | Loan | SIB1 | 1 | Appropriate for type of work | 15* | X4** |
| State | External | Other | Repayment | N/A | N/A | N/A | N/A | N/A |
| Federal | Internal | FDOT | Loan | SIBF | 1 | Appropriate for type of work | Project Location | Standard phase of work |
| Federal | Internal | FDOT | Repayment | State/AC | 1 | SB | 15 (or 08 for TPK) | A8 |
| Federal | External | Other | Loan | SIBF | 1 | Appropriate for type of work | 15*** | X4**** |
| Federal | External | Other | Repayment | N/A | N/A | N/A | N/A | N/A |

* See Section 2.a.3 and Section 2.a.4

** See section 2.a.4

*** See Section 3.a.3 and Section 3.a.4

**** See Section 3.a.4

D. REFERENCES

SIB website: <https://www.fdot.gov/comptroller/PFO/sib.shtm>

Section [215.617](#), F.S.

Section [339.2819](#), F.S.

Section [339.55](#), F.S.

Section [341.053](#), F.S.

PART III - CHAPTER 40: TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS (TSM&O)

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PART III - CHAPTER 40: TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS (TSM&O)

A. OVERVIEW

Transportation Systems Management and Operations (TSM&O) is the application of technology and communications to improve the management, operations, safety, and efficiency of transportation systems. The TSM&O program includes all aspects of planning, systems engineering, design, construction, maintenance, and operations that involve transportation system management and operations, traffic operations, traffic engineering, and intelligent transportation systems (ITS). This program develops and applies solutions to traffic operations problems that do not commonly require major structural alterations of existing or planned roadways.

In programming TSM&O improvements, use of the Metropolitan Planning Organization (MPO) or Transportation Planning Organization (TPO) congestion management system plan is encouraged. TSM&O projects may be programmed on or off the intrastate highway system. Priority should be given to Strategic Intermodal System (SIS) TSM&O projects and projects that support achieving goals within the TSM&O Strategic Plan. Action plans are available from the SIS coordinator in each district and they should be reviewed for identification of planned operational improvements.

TSM&O projects improve capacity and mobility through better management of traffic and vehicles on the roadway and may include:

- Advanced public transportation systems
- Advanced traffic management systems and traffic signal systems
- Arterial management systems
- Advanced traveler information systems
- Commercial vehicle operations
- Connected vehicle systems and emerging transportation technologies
- Electronic toll collections
- Freeway and incident management systems
- Integrated corridor management systems
- Transportation and traffic management centers

One or more traffic monitoring sites should be considered in conjunction with each construction project which has a type of work consistent with the construction of such sites. Examples of compatible work types include traffic signals, resurfacing, reconstruction, and other work that involves either pavement surfaces or electrical systems.

1. TSM&O PROJECTS

- District TSM&O Engineers will submit new projects to the Central Office TSM&O Program Development Engineer for consideration.
 - New projects should be based on the needs in that district.
- Central Office TSM&O Program Development Engineer will review funding requests and notify the District TSM&O Engineers and District Work Program Managers of the approved projects.
- District Work Program Manager should develop a candidate file for new funding requests after projects have been approved by the Central Office TSM&O Program Development Engineer.
- District TSM&O Engineers must coordinate with District Work Program Managers regarding projects or project modifications proposed for funding.
- TSM&O funded projects are managed on a statewide basis, but each district will be allowed to keep up to \$20,000 for unforeseen use. Funds and budget in excess of \$20,000 will be returned to Central Office on a quarterly basis. These funds cannot be used for other TSM&O projects unless approved by the Central Office TSM&O Program Development Engineer.
 - Additionally, federal funds may be used for the operating costs for traffic monitoring, management, and control systems, such as integrated traffic control systems, incident management programs, and traffic control center. Operating costs as defined by legislation include labor costs, administrative costs, cost of utilities and rent, and other costs associated with continuous operation of traffic systems. These costs are all eligible for Federal reimbursement from the National Highway Performance Program (NHPP), Highway Safety Improvement Program (HSP), and Surface Transportation Program (STP). If a project is located in air-quality non-attainment and maintenance areas, and in compliance with the eligibility requirements of 23 USC 149(b), Congestion Mitigation and Air Quality Improvement (CMAQ) funds can be used for three years for operating costs over a 5-year period, but those systems must measurably demonstrate reductions in traffic delays.
- All TSM&O projects should have an item group identifier of ITS and all Connected & Automated Vehicles (CAV) projects should have an item group identifier of CAV.

2. DEFINITIONS

- Capital Projects: These projects consist of the initial installation and deployment of ITS infrastructure, Transportation Management Centers (TMC), communications systems, ITS field devices, or TMC software and operator consoles acquisitions.
- Innovative Technology Deployment (formerly Commercial Vehicle Information System Network – CVISN): These projects consist of the ITS system elements that support commercial vehicle operations. ITD includes information systems owned and operated by governments, carriers, and other stakeholders. Funding grants are available from the Federal Motor Carrier Safety Administration.

- **Periodic Maintenance:** These projects consist of major ITS upgrades, replacement projects, or software licensing and maintenance agreements. Funds have been set aside to provide for the established lifecycle replacement of equipment and must be programmed to the levels approved by the executive leadership team. Cost associated with maintaining these systems are necessary operating expenses so that traffic monitoring, management, and control facilities or programs can provide their intended functions, may use federal funds.
- **Rapid Incident Scene Clearance (RISC):** These projects are established to provide quick, safe clearance of large vehicle crashes. RISC has been formed to support the State of Florida's Open Roads Policy and is utilized in conjunction with the Florida Highway Patrol.
- **Road Ranger Service Patrol:** These projects are established to improve the overall safety and mobility of the surface transportation system. Road Rangers provide maintenance of traffic services during incidents, assist in incident management and response, clear disabled vehicles from travel lanes, clear debris from travel lanes, change flat tires, jump-start vehicles and make minor repairs, provide up to five gallons of fuel, provide stranded motorists up to three free local calls, and monitor abandoned vehicles and notify FHP.
- **Regional Transportation/Traffic Management Center (RTMC):** Facilities that may contain multiple agencies interested in the management and operations of transportation facilities and services. These centers are usually hubs for communications infrastructure and contain information systems that support these facilities and services.
- **Routine Maintenance:** These projects consist of hardware replacement of field devices, TMC equipment, or communications equipment maintenance. Routine maintenance is defined as preventive maintenance and minor and major maintenance, such as regularly scheduled inspections, cleanings, greasing, tightening, recalibration, and pest control, repairs, premature replacements, troubleshooting, vandalism, thefts, accidental fiber or conductor cuts, weather events, and other acts of nature. ITS routine maintenance needs are funded with maintenance funds allocated to the districts. The allowance for preventive maintenance in Title 23(10) and other Federal-aid policies can allow these costs to be eligible for federal funding if it is critical to the successful operation of the system.
- **Transportation Management Centers Operations Contracts:** These contracts are written to operate TMCs and any contracts for service needed for incident management, providing traveler information services, or general services for ITS program management. Funds have been set aside to provide for operations costs and must be programmed to the levels approved by the executive leadership team. In addition to the cost associated with designing and procuring the computer systems used, other eligible activities include regularly checking the computer components and any corrective measures or upgrades (software or hardware) to ensure they are fully functional and can use federal funds.
- **Traffic Signal Retiming:** Traffic signal retiming is the process of analyzing the existing traffic signal phase and timing to optimize its operation to serve the changing traffic signal demand pattern with time using various proven methodologies. The retiming can be performed on a stand-alone signal or a group of signals that may or may not operate in coordination with each other.

- **Traffic Signal Maintenance:** Traffic signal maintenance is the process of maintaining the traffic signal infrastructure for their continuous operations by means of preventative maintenance or responsive/emergency maintenance activities. The maintenance activities include maintaining signals that are interconnected with telecommunications and are monitored at a central location, traffic signal systems (central computer, cameras, message signs, communications devices, interconnect / network, vehicle, bicycle & pedestrian detection devices, traffic signal hardware and software, preemption devices, and uninterruptible power supplies), control devices (intersection control beacons, traffic warning beacons, illuminated street name signs, school zone flashing beacons, pedestrian crossing beacons, and Rectangular Rapid Flashing Beacons), and emergency/fire department signals and speed activated warning displays, any of these activities may use eligible federal funds for maintenance costs.

3. TEN YEAR TSM&O COST FEASIBLE PLAN

A ten-year Cost Feasible Plan is developed to address the most urgent needs along Florida's major routes of significance, which include limited access and non-limited access "on system" facilities. There is an annual set-aside of at least \$25 million of Strategic Intermodal System (SIS) funds for transportation systems management and operations (TSM&O) and intelligent transportation system (ITS) projects within the ten-year plan.

The following are included in the Ten-Year Plan:

- ITS Projects using a work mix chosen from the "ITS." work mix list
- ITD (CVISN) ITS Projects
- ITS Programmed within Construction
- ITS Equipment Replacement
- ITS Maintenance (Periodic and Routine)
- ITS Operations Contracts
- Rapid Incident Scene Clearance (RISC) Projects
- Traffic Signal Maintenance Projects
- Traffic Signal Retiming Projects
- Express Lane Projects
- SunGuide ATMs Software
- Limited-access facilities with district allocated funds
- Projects identified by other sources, such as other program offices
- ITS on Turnpike
- Installation of new traffic signals

4. WORK PROGRAM VERSUS OPERATING

Costs which should use work program budget (08.. budget category) under the TSM&O Program:

- Deployment of ITS field devices to include dynamic message signs, roadside sensors, closed circuit television cameras, and vehicle detection systems
- Deployment of advanced traffic signal systems
- Deployment of environmental sensor stations (i.e. Road Weather Information Systems)
- Deployment of probe data collection technologies
- Deployment of communications infrastructure
- Deployment of connected vehicle technology
 - Design may be eligible if for a specific corridor
- Construction of TMCs
- Outfitting of TMCs with video wall, operator consoles furniture, workstation computer equipment, servers, etc., pursuant to FAC 60A-1.017
 - Any additional general furniture purchased after initial build of the TMCs must use operating budget
- Operations of the TMCs
- Replacement of aging equipment
 - ITS Field Devices and TMC Equipment
 - Periodic Maintenance
- Road Ranger Service Patrol/Severe Incident Response Vehicle Operations
- Software needed to operate TMCs including operational support by vendor
 - Equipment purchased that is not used exclusively for this purpose should be funded with operating budget
 - Workstation operating systems
 - Service operating system
 - Database software (Oracle, etc.)
 - Security system software
 - Firewall software
 - Other specialized software
- Traveler Information Systems (511 system)

-
- Includes operational and marketing support by the vendor
 - TSM&O design work
 - Traffic Signal Maintenance Compensation Agreements
 - TSM&O Studies
 - Rapid Incident Scene Clearance
 - Construction engineering and inspection (CEI) work to support the deployment of ITS
 - General consultant activities to support the deployment of ITS
 - Power needs for field devices

Costs which should use operating budget under the ITS program include, but are not limited to, equipment and facilities as well as facilities costs. Provided below are examples of costs that are not eligible for work program funding; consequently, they are to use operating budget.

- Power needs for TMCs
- Janitorial services for TMCs
- Replacement of general office furniture
- TMC grounds upkeep (mowing and weed control)
- Standalone service agreements
- TMC building maintenance
- Security Access Systems
- Phone and internet service
- Water and sewer

The lists of eligibility for work program budget versus operating budget are not exhaustive lists. A cost is eligible for work program budget if it is for the deployment of ITS systems or the direct support of ITS systems such as capital purchase of new operator consoles. If the cost is dealing with maintenance and expenses to keep the TMC building in operational shape, the budget is operating.

B. PROGRAMMING GUIDELINES

1. STAND ALONE TSM&O PROJECTS

- Transportation System: Projects must be programmed on a specific highway (system 01-04, 06) or FLP (system 08-11) transportation system. Regional transportation/traffic management centers should be programmed as non-system specific improvements (system 13).

- Item Group Identifier: The ITS group identifier must be used on all TSM&O projects. The identifier should also be used when there is ITS work being completed as part of a larger construction project in which ITS may not be the major function of work.
- “Push button contracts” should include bills of materials and installation tasks (pay item numbers), without specifying project location. Such projects should be programmed under a districtwide item, using the contract class most appropriate to the letting or contract type. Design build push button contracts should be programmed as contract class 9.
 - FHWA will not require a work plan and SEP-15 experimental approval from HQ for these low-cost contracts. The FHWA considers “low cost contracts” to be 1 or 2 year contracts awarded to the lowest responsive bidder for construction of projects that for FHWA categorical exclusions (CE) under the National Environmental Policy Act (NEPA) and where the total value of task or work orders does not exceed \$2,000,000 per year.
- The following program numbers are most used for TSM&O projects:
 - 07: Traffic Operations – Traffic signal deployments and equipment replacement
 - 08: Traffic Systems – Traffic signal maintenance and traffic signal retiming, ITS freeway management, RISC, traffic engineering and operations consultants, operational support
 - TI: Intelligent Transportation System – Equipment replacement and operations
- Phase: Use phase applicable to the type of work.
- Projects must be programmed using one of the following work mixes:
 - 0714: Traffic Signal Update – Replacing some or all components of a traffic signal at an intersection to bring them up to the operations needs for the current intersection traffic needs. Traffic signal updates include retrofit of adjustable pivotal hangers or computerized traffic signal system.
 - 0715: Traffic Engineering Study - A detailed examination and analysis of a transportation system to achieve the safe and efficient movement of people and goods on roadways. It focuses mainly on research for safe and efficient traffic flow, such as road geometry, sidewalks, and crosswalks, cycling infrastructure, traffic signs, road surface markings, and traffic lights.
 - 0716: Traffic Signals – Installation of new traffic signals.
 - 0717: Traffic Control Devices/Systems – Refers to an interconnected or non-interconnected (standalone) set of electronic traffic signals that provides for progression through intersections.
 - 0750: ITS communication systems - Projects include the planning, design, deployment, and integration of communications infrastructure that support ITS. ITS communications media include: fiber optics, microwave radio, and other infrastructure that are needed to support wide area or network use of other wireless technologies such as cellular digital package data (CDPD), dedicated short-range communications (DSRC), or Bluetooth networks and

- technologies. Examples of project names that should be identified with this work mix include fiber optic network, microwave backbone, wireless networks, or connected vehicle (CV) networks.
- 0751: Other ITS - should be used for ITS projects that do not meet any of the other descriptions of ITS work mixes identified herein. The project description should contain the ITS market package identified in the statewide ITS architecture and national ITS architecture in the description of the project.
 - 0752: ITS surveillance system - projects that provide monitoring of traffic and roadway conditions or security of critical infrastructure such as bridges and traffic management centers. Projects identified in this category should be limited to surveillance or monitoring using closed-circuit television cameras, infrared sensors, or motion sensors. Examples of project names that should be identified with this work mix include video monitoring system, public security surveillance systems or infrastructure security surveillance system.
 - 0753: Transportation/Traffic management centers - facilities that may contain multiple agencies interested in the management and operations of transportation facilities and services. These centers are usually hubs for communications infrastructure and contain information systems that support the management and operations of facilities and services. Examples of project names that should be identified with this work mix include regional transportation management center, traffic management center, traffic operations center, and transit management center.
 - 0754: Advanced traveler information systems (ATIS) - projects that include the planning, design, and implementation of the integrated provision of data collection, data fusion and dissemination using multiple media (such as television, commercial or highway advisory radio, internet, telephone systems, email, mobile applications, social media platforms, and connected vehicle applications). Examples of project names that should be identified with this work mix include: FL511 (next generation advanced traveler information system), highway advisory radio (HAR) systems, 511 traveler information systems, fl511.com web site, data fusion system, and connected vehicle.
 - 0756: Freeway management systems - projects that include the planning, design, deployment, and integration of roadside infrastructure such as vehicle detection devices, road weather information systems, closed-circuit television cameras and other sensors to monitor conditions along a freeway. These roadside devices are connected to a traffic management center using a communications media. In the traffic management center information is fused, analyzed, and processed using specialized software. Advisories and other information are then disseminated to users of the freeway using dynamic message signs, flashing beacon indicators, highway advisory radio and ATIS. Operations with the traffic management center support incident detection, verification, response, and clearance. Other emergency management functions such as evacuation coordination also occur with the traffic management center. Examples of project names that should be identified with this work mix include freeway and incident management systems and advanced traffic management systems along limited-access facilities.

- 0757: TMC software and system integration - Traffic management centers require specialized computer software and hardware for data collection, data fusion and dissemination of real-time traffic and incident information from roadway ITS systems, and the management and operations of these elements. Projects that should be identified using this work mix are those that primarily provide services related to software development, upgrade, or integration of existing systems. Examples of project names that should be identified with this work mix include: TMC software development, system integration, and software upgrade.
- 0758: Innovative Technology Deployments (ITD)/Commercial vehicle information systems and networks (CVISN) - a federal program that brings all data on a commercial vehicle together in one location for the sharing of that data among state agencies. CVISN attempts to bring safety and credentials information from the agencies that regulate and issue credentials and safety checks to the roadside to assist commercial vehicle enforcement officers and inspectors in their day-to-day operations. These include individual safety inspections of trucks, safety audits at trucking terminals and in some cases automated bypass or electronic clearance of pre-approved commercial vehicles to stay on the mainline and out of state weight and safety inspection facilities. CVISN consists of three main components: 1) electronic clearance; 2) roadside safety inspections; and 3) automated credentialing. Examples of project names that should be identified with this work mix include commercial vehicle exchange window system (CVIEW), electronic credentialing system, electronic routing and permitting systems, and electronic payment systems for commercial vehicle operations (CVO).
- 0760: Dynamic message sign (DMS) - devices that provide for the dissemination of information to the public at the facility level. Signs will be mounted over the roadway utilizing full span structures and/or cantilevered structures so that motorists will be able to get feedback on road conditions while traveling on a particular roadway facility. These signs will generally provide information to the motorists about incidents that have occurred that may impact travel and are available to provide motorists information regarding travel times and/or travel speeds. The signs have also been utilized to broadcast messages regarding child abductions, missing adults who have a mental impairment and to assist in the apprehension of those suspected in the death or injury of a law enforcement officer. Example of project names that should be identified with this work mix include dynamic message sign deployment, changeable message sign deployment, and variable message sign deployment.
- 0761: Arterial traffic management – Traffic signal systems that provide for the safe and efficient movement of traffic along urban arterials. These systems are characterized by the interconnection of signals and the use of computers to implement traffic patterns to maximize the throughput of traffic. These systems have the capabilities to receive information from the street through sensors that are either imbedded in the pavement or mounted on the side of the road to make decisions regarding the proper traffic pattern to implement to best move traffic. These systems may include the use of CCTV cameras to monitor the traffic, dynamic message signs to provide feedback to the public, preemption for emergency vehicles, and prioritization for public transit.

- Funding Source:

| TSM&O Project Type | Funding Source |
|---|---|
| Strategic Intermodal System (SIS) | Statewide ITS (DITS) |
| TSM&O work as part of a larger construction project | any eligible district allocated fund |
| ITS on Florida Turnpike | Turnpike or any eligible federal fund |
| ITS on Department owned express lane facilities | Expressway Funding (DSBx, TOxx, and TMXX) <i>*must be approved by Central Office, prior to programming.</i> |
| TSM&O on the SHS | any eligible district allocated, federal or local fund |
| TSM&O off the SHS | any eligible federal fund |

- Example: To program the installation of a new ITS communication system on I-75 Collier County:

| <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 | 07 | DITS | \$500,000 | 1 | 20XX |

See Part IV, Federal Aid Programs, for further information on federal ITS requirements for authorizing ITS projects.

2. TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENTS

- Item Description Example: *Maintaining Agency TSMCA*
- Transportation System: Projects must be programmed on a specific highway (system 01-04, 06) or FLP (system 08-11) transportation system. Regional transportation/traffic management centers should be programmed as non-system specific improvements (system 13).
- Item Group Identifier: The ITS group identifier must be used on all TSM&O projects.
- Work Mix: 0717 – Traffic Control Devices/Systems
- Example: To program a reimbursement to a local agency for traffic signal maintenance and operations.

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 88 | 01 | 08 | DDR / DITS | \$500,000 | 1 | 20XX |

- If local agency chooses to opt out of the reimbursement agreement, the following should be programmed:

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 72 | 01 | 00 | D | \$500,000 | 1 | 20XX |

3. ITS EQUIPMENT REPLACEMENT PROGRAM

- Item Description Example: ITS Equipment Replacement
- Transportation System: Projects must be programmed on a specific highway (system 01-04, 06) or FLP (system 08-11) transportation system. Regional transportation/traffic management centers should be programmed as non-system specific improvements (system 13).
- Item Group Identifier: The ITS group identifier must be used on all TSM&O projects.
- Work Mix: 0751 – Other ITS
- Allocated through Schedule B TOTR, which is a zero-tolerance target (see Part III Chapter 1, of these instructions for guidance on programming this target).

Example:

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|---------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 92, 93, or 98 | 01 | TI | DITS | \$500,000 | 1 | 20XX |

- If Construction Engineering and Inspection (CEI) costs are not included in the initial request, costs will be covered using district allocated funds.

4. ITS PROGRAMMED WITHIN CONSTRUCTION

- Projects that are funded as part of a larger construction project must include the appropriate ITS work mix as a minor work mix and use the ITS group identifier.
- Minor work type can be updated on the following Work Program Administration (WPA) screens:
- Roadways: Location Work Mix - Road (WP11) screen
- Airports: Location Work Mix - Airport (WP12) screen
- Seaports: Location Work Mix - Seaport (WP13) screen

Example: (ITS as part of larger construction project): If ITS communications are being installed along with the renovation of a weigh station, the work mix on the Item Segment Definition (WP01) screen, for that item, would be relative to weigh station improvements; however, the minor work mix (0752 – ITS surveillance system) should be added to the Location Work Mix (WP11) screen in WPA to indicate the ITS communications work within the construction.

| | | |
|------------------------------------|---------------------------------------|-------------------------|
| WP11 | D_ Display Add Update DElete Location | |
| FDOT - Work Program Administration | | 06-06-2018 |
| Location Work Mix - Road | | 10:11:28 |
| | | MORE: |
| Item: 408231 | Segment: 2 | Geographic District: 05 |
| Roadway Id: 36210000 | SR No: SR 93 | County: 36 |
| Beginning Point: 2.427 | Ending Point: 3.155 | US No: I 75 |
| | | Length: 0.728 MI |
| Set | Work Mix | Description |
| - | 0752 | ITS SURVEILLANCE SYSTEM |
| | | Quantity Measure |
| | | 1.000 EACH |

5. ITS OPERATIONS CONTRACTS

- Item Description Example: <Type of> Operations Contract
- Transportation System: Projects must be programmed on a specific highway (system 01-04, 06) or FLP (system 08-11) transportation system. Regional transportation/traffic management centers should be programmed as non-system specific improvements (system 13).
- Item Group Identifier: The ITS group identifier must be used on all TSM&O projects.
- Work Mix: Applicable work mix
- Allocated through Schedule B TOTI, which is a zero-tolerance target (see Part III Chapter 1, of these instructions for guidance on programming this target) .

Example:

| <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 | TI | DITS | \$500,000 | 1 | 20XX |

6. OPERATIONS & MAINTENANCE OF ITS ON DEPARTMENT OWNED EXPRESS LANE FACILITIES

- Operations costs are programmed using TOxx fund code*
 - These funds may be used for Traffic Management Center (TMC) internal consultant operations staff such as general and specialized TMC operators, network support, project management, and other support staff, as needed. Some of these roles can be shared between express lanes or general-purpose lanes. Funding amounts should be allocated based on the percentage of use of each consultant staff member.
 - District TSM&O Engineers will coordinate with the State TSM&O Program Development Engineer for additional ITS express lanes operations funds. After which, the State TSM&O Program Development Engineer will coordinate with the OOC Project Finance Team

(see [Toll Facilities and Managed Lanes Handbook](#) for more information).

- Maintenance costs are programmed using TMxx fund code*
 - District TSM&O Engineers will coordinate with the State Maintenance Engineer or District Maintenance Engineer for additional ITS express lanes routine maintenance funds. After which, the State Maintenance Engineer or District Maintenance Engineer will coordinate with the OOC Project Finance Team.

(Allocated through Schedule B MITS, which is a zero-tolerance target.)

(*See Part III, Chapter 41, Turnpike Enterprise, and Other Toll Facilities, of the Work Program Instructions for more details about programming toll facilities funds)

7. RAPID INCIDENT SCENE CLEARANCE (RISC)

- Item Description Example: *County or City* RISC
- Transportation System: Projects must be programmed on a specific highway (system 01-04, 06) or FLP (system 08-11) transportation system. Regional transportation/traffic management centers should be programmed as non-system specific improvements (system 13).
- Item Group Identifier: The ITS group identifier must be used on all TSM&O projects.
- Work Mix: 0751 – Other ITS

Example:

| <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 | 08 | DITS | \$500,000 | 1 | 20XX |

8. SERVICE PATROL CONTRACTS

- For service patrol contracts, districts will program in accordance with the targets issued in the Targets section of Part III – Chapter 1: Administration.
- Phase: 82 or 88
- Program Number: 86
- Work Mix: 0062 Service Patrol/FHP

C. REFERENCES

Ten Year ITS Cost Feasible Plan:

http://www.fdot.gov/traffic/ITS/Projects_Deploy/Ten-Year_CFP.shtm

Section [316.0745](#), F.S.

Procedure [750-000-005](#), Traffic Engineering Manual

[Rule 14-15.010](#), Florida Administrative Code (FAC), Manual on Uniform Traffic Control Devices

[Federal Aid Technical Bulletin](#) 15-02, LAP Agreement vs. JPA: Appropriate use in the Federal Aid Program

[Toll Facilities and Managed Lanes Handbook](#)

PART III - CHAPTER 42: UTILITY WORK

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PART III - CHAPTER 42: UTILITY WORK

A. OVERVIEW

Utility owners serving the public have a common obligation to provide their services in a cost effective manner. The Florida Department of Transportation coordinates its planning of highway projects with possible affected utilities to support relocation if necessary. Coordination begins early between FDOT and Utility/Agency Owners (UAO) and continues through the project development process and construction in order to help reduce costs, delays, interruption of utility services, and public inconvenience.

B. PROGRAMMING GUIDELINES

The district utility office must obtain a determination by the Office of General Counsel as to whether the FDOT or the utility will pay for required utility work. The district utility office will notify the district work program manager to program the funds per the following:

1. UAO PERFORMS UTILITY WORK AT DEPARTMENT'S EXPENSE

Program funds to pay for the UAO's costs for performing reimbursable utility work as follows:

- Preliminary Engineering-Utility - program phase 36 to fund the UAO's engineering costs required to provide the department an estimate for the needed utility relocation and/or adjustment. The district utility office will ensure these costs are not re-submitted in the utility work estimates for the relocation and/or adjustment.
- Relocation and/or Adjustment-Utility - program phase 56 for utility relocations and/or adjustments for work to be completed before and/or during the construction phase. Use the same financial program number as the construction phase. Phase 56 funds may include design costs not previously programmed.

2. RIGHT OF WAY ACQUISITION - UTILITY

- Program phase 46 for reimbursement to the UAO for costs it incurred purchasing easements.
- Program phase 46 with the same program numbers as phase 43, Right of Way Land Acquisition (covers costs for replacement easements only).

3. UTILITY WORK BY HIGHWAY CONTRACTOR (UWHC)

Program funds to pay the department's contractor for performing utility work as follows:

- UWHC agreements - program phase 56 using Local Funds (LF). Establish a separate financial sequence for each UWHC agreement related to phase 56.
- Construction Support - program phase 6X for Construction Engineering and Inspection (CEI)/Construction Engineering Administration (CEA) work. Use either phase 61 and/or phase 66 based on how the CEI/CEA will be performed according to the terms of each UWHC agreement and district preference.

4. UTILITY DEFAULTS

Per [337.404](#), Florida Statutes (F.S.), when a UAO does not perform utility work in accordance with their agreement with the department, the department must seek authorization to have preliminary engineering consultant, construction, or consultant inspection support utility work performed by department consultant or contractor(s). The district utility office will contact the district work program manager via e-mail (send copies to the Office of the Comptroller, General Accounting Office, and LFA Coordinator).

When the utility work involves future year funds:

- The district work program manager will change the programmed funds from LF to Local Funds - Default (LFD), or add LFD if required. LFD represents state funds used to pay the department's contractor to perform the utility work.
- LFD estimates will remain and be adjusted annually for funds received until the department receives all funds due or they are determined to be the department's responsibility.
- After the end of the fiscal year, the Office of the Comptroller Local Funds Section will notify the work program manager of any amounts collected from the UAO over the past fiscal year.
- Upon receipt of funds, district work program managers will reduce the LFD estimate and increase the LF estimate by the same amount.
- LFD reflects amounts due, while LF reflects amounts paid.
- Estimates will remain in their original program years.

Example: The department is authorized under [337.404](#), F.S., to have the department's contractor relocate a water main:

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 56 | 01 | 02 | LFD | \$70,000 | 1 | 20XX |

When the utility work involves current year funds:

- The district work program manager will change the funds programmed from LF to Local Funds - Unforeseen (LFU) or add LFU funds if required.
- Based on need, program phase 36 (PE Utility), 56 (Const Utility), or 66 (Const Sup Utility) using LFU funds, allocation type 1 - program the same amount of district allocated state funds, allocation type 6 with a sequence 99. The additional fund code allows for separate tracking to ensure an offset exists for district allocated state funds. The LFU fund code represents utility work funded up front with district allocated state funds during a utility default.
- The department will recoup utility relocation costs per Florida statute.
- LFU estimates will remain and be adjusted annually for funds received until the department receives all funds due.
- After the end of the fiscal year, the Office of the Comptroller Local Funds Section will notify the work program manager of any amounts collected from the utility over the past fiscal year.

- Upon receipt of funds, the district work program managers will reduce the LFU estimate and increase the LF estimate by same amount.
- District work program managers will reduce the same amount of district allocated state funds, allocation type 6 on the sequence 99.
- If an adjustment occurs in a prior year, district work program managers will also request the Office of Work Program and Budget (OWPB) to put the funds back on the district's PAR.
- The LFU reflects amounts due, while LF reflects amounts paid.
- Estimates are to remain in their original program years.

Example: Same example as above, except in current year:

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 56 | 01 | 02 | LFU | \$70,000 | 1 | 20XX |
| 56 | 99 | 02 | DDR | \$70,000 | 6 | 20XX |

5. UNSCHEDULED UTILITY WORK

Per [337.404](#), F.S., if utility work becomes known during the construction phase, the department may seek authorization to have preliminary engineering consultant, construction or consultant inspection support utility work performed by department consultant or contractor(s). The district utility office will contact the district work program manager via e-mail (send copies to the Office of the Comptroller, General Accounting Office, and LFA Coordinator).

- The project manager will request via email (copies to Office of the Comptroller, and OWPB) that their work program office program LFU funds. Request will occur no later than the next business day. The e-mail should provide the contract number, project, supplemental agreement number, the utility, and amount of the work order.
- Based on need, District work program office will program a phase 36 (PE Utility), 56 (Const Utility), or 66 (Const Sup Utility), with LFU, allocation type 1 – then program the same amount of district allocated state funds, allocation type 6 with a sequence 99. The additional fund code allows for separate tracking to ensure that an offset exists in district allocated state funds.
- The department may pursue reimbursement for costs for which the UAO is responsible per [337.403](#), F.S., and [337.404](#), F.S.
- LFU estimates will remain and be adjusted annually for funds received until the department receives all funds due.
- After the end of the fiscal year, the Office of the Comptroller Local Funds Section will notify the work program manager of any funds collected from the utility over the past fiscal year.
- Upon receipt of funds, district work program managers will reduce the LFU estimate and increase the LF estimate by the same amount.
- District work program managers will reduce the same amount of district allocated state funds, allocation type 6 on the sequence 99.

- If an adjustment occurs in a prior year, district work program managers will also request the Office of Work Program and Budget (OWPB) to put the funds back on the district's PAR.
- LFU reflects amounts due, while LF reflects amounts paid.
- Estimates will remain in their original program years.

Example: During construction, a water line on the state right-of-way is discovered:

| <u>PHASE</u> | <u>SEQUENCE</u> | <u>PROGRAM NO.</u> | <u>FUND</u> | <u>AMOUNT</u> | <u>ALLOC TYPE</u> | <u>FISCAL YEAR</u> |
|--------------|-----------------|--------------------|-------------|---------------|-------------------|--------------------|
| 56 | 01 | 02 | LFU | \$70,000 | 1 | 20XX |
| 56 | 99 | 02 | DDR | \$70,000 | 6 | 20XX |

6. UTILITY WORK PERFORMED ON DESIGN-BID-BUILD & DESIGN BUILD PROJECTS

| | Utility Work | | | | |
|---|--------------|----------|----------|----------|------------------|
| Reimbursable: | Phase 52 | Phase 56 | Phase 36 | Phase 66 | Funding Source |
| By highway contractor | | X | | | State or Federal |
| By UAO | | X | X | X | State or Federal |
| Non- Reimbursable: | | | | | |
| Betterment by highway contractor | | X | X | X | Local |
| Promissory note or no agreement with local and relocation by highway contractor | | X | X | X | Local |
| By highway contractor for minor work including manhole, valve box adjustments and meter box adjustments. Use sequence 01 thru 99. | X | | | | Local |
| By highway contractor for relocation of utilities such as gas lines, water lines, sewer lines, etc. | | X | X | X | Local |

C. REFERENCES

23 CFR [645.107](#)

Section [337.403](#), F.S.

Section [337.404](#), F.S.

Section [337.27](#), F.S.

Procedure [710-010-050](#), Utility Work Agreements and Certification Process

Procedure [710-010-130](#), Utility Invoicing

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/SUPERSESSON 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 ==>
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action          DOT1/LTIP9I9A
```

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 * 26. Emergency Event Detail       (WP63)
 13. Financial Project Location  (WP23)  27. Emergency Event List        (WP64)
 14. Production Project Manager  (WP32)

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 | | Type (1=xdesc, 2=misc) | | |
| Item Segment Comments | | | | | |
| MULTILANE 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 RESTICT, 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 Administration06-06-2018

Item Segment Phase10:46:11

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 |
|-----|-------|-----|------|------|-----|--------|---------|---------|----------|------|-----|----|
| | | | | | | Amount | Amount | Typ | Typ/Area | Dist | Cat | |
| 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

| Ver | Phase | Seq | Year | Fund | Pgm | PDC | Total | All | Dstr | Bud | Apr | St |
|-----|-------|-----|------|------|-----|---------|---------|--------|----------|------|-----|----|
| | | | | | | Amount | Amount | Typ | Typ/Area | Dist | Cat | |
| 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 O | | | | | | | | | | | | | |
| SEL | FP | Fund | FAC | PGM | Area/Typ | Typ | Dis | V | Fyr | Status | Seq | Estimate (Committed) | Authorized (Remaining) |
| - | 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 | |
| - | | | | | | | | Y | 2020 | UNAUTH | 1 | 1,998,056 | |
| - | | | | | | | | Y | 2021 | UNAUTH | 1 | 2,267,556 | |
| - | | | | | | | | 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 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: __ | | | |
| SEL | Item/Segment | Status | Association Type |
| 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 | <u>da</u> 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: __ | | |
| 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 | | |
| <u>S</u> | 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 | <u>D</u> Display | Update | Item_Comm Phases Group |
| Seg_Comm | Location Change_Hist | Status_Hist Phase_Est | Phase_Sum Items <u>Rel_Item</u> |
| FDOT - Work Program Administration | | | 08-28-2018 |
| Item/Segment Definition | | | 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: __ | <u>Related Items: Y</u> | 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

```

WPARTS----- 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)
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 ==> 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: Screen

Report Requested: ☒ 1-year Summary ☐ 2-year Summary

Report Sort: By Category

Budgeting District: Statewide

Version: TENTATIVE (G1)

Fiscal Year: 2019

Snapshot: L = "LIVE"

Categories to Include: Work Program Only

Category:

Contract Class: All

☐ Statewide Rollup

Other: ☒ Exclude "asterisk" funds (in future years only)

☐ Exclude Balance Forward Budget Allocations

SubmitReset

- 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: Screen ▼

Report Requested: ☒ PAR ☐ Summary ☐ Balances ☐ Variance ☐ Adjustments ☐ Adjustment Variance

Snapshot: L = "LIVE" ▼

Budgeting District: None Selected ▼

Sort Option: By Fund, District ▼

Version: TENTATIVE (G1) ▼

Fiscal Year: 2019

Number of Years: 6 ▼

Fund Group: None Selected ▼

Fund:

Distribution Area: Include rolled areas (ALL) ▼ or specify:

Fund Allocation Type: D = 1, . . . , 6 ▼

Fund Allocation Version:

Other: ☐ Statewide Rollup ☐ \$ in Thousands

Submit Reset

- 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

- Select option 2
- 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 | ==> <u>1</u> | (choose from above) |
| Budgeting District | ==> <u> </u> | (2-digit Dist/Cnty, SW=Statewide) |
| Sort Option | ==> <u>F</u> | (F=by Fund, Dist, D=by Dist, Fund) |
| Version | ==> <u>G1</u> | (AD, AM, CA, G1-G7) |
| Fiscal Year | ==> <u>2019</u> | (ex. 2012) |
| Number of Years | ==> <u>06</u> | (06,11) |
| Fund Group | ==> <u> </u> | (ex. N11 = 100 percent State) |
| Work Program Fund | ==> <u> </u> | (HELP=PF1) |
| Distribution Area | ==> <u>ALL</u> | (ALL = rolled areas; |
| | ROLLUP = ALL areas only; | ROLLFD = rolled funds only; |
| | ROLLIT = rolled funds only | with ALL distribution areas) |
| Fund Allocation Type | ==> <u>D</u> | ex. 1-6, A-I |
| Fund Alloc Version | ==> <u> </u> | (Optional, blank = Work Program Version |
| Statewide Rollup? | ==> <u>N</u> | (Y/N) |
| Dollars in Thousands? | ==> <u>N</u> | (Y/N) |
| Report Format | ==> <u>S</u> | (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: Screen ▼

District: ☒ Budgeting ☐ Managing
(Select a Budgeting District) ▼

Fiscal Year: 2019 # Years: 10

Transportation System: (Select a Transportation System) ▼

Phase: (Select a Phase Group) ▼ (Select a Phase Type) ▼

Submit
Reset

- 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 ▼ |
| Report Selection: | <input checked="" type="radio"/> Roll Forward Reports <input type="radio"/> Roll Forward Variance Report |
| Report "Sort": | Detail by Financial Project and Fund ▼ |
| Budgeting District: | (Select a District) ▼ |
| Transportation System: | (Select a Transportation System) ▼ |
| Work Mix: | (Select a Work Mix) ▼ |
| Contract Class: | (Select a Contract Class) ▼ |
| Box Code: | (Select a Box Code) ▼ |
| Phase: | (Select a Phase Group) ▼ (Select a Phase Type) ▼ |
| Program Number: | (Select a Program Number) ▼ *NOTE: Program # 52 is excluded from report. |
| Budget Category: | |
| Item Group: | |
| Fund Code: | |
| Fund Group: | (Select a Fund Group) ▼ |
| Item Status: | From: 000 = Candidate Line Item ▼ To: 100 = Line Item Completed ▼ |
| Program Plan: | (Select a Program Plan Category) ▼ |
| | Exclude in-house and FCO? <input checked="" type="checkbox"/> |
| Show Amounts: | Report All ▼ |
| <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

Reason/Other

Summary

Reset

Analysis

Reason/All

Variance

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 | | FLORIDA DEPARTMENT OF TRANSPORTATION | |
| 08/28/2018 15.44.08 G1 | | OFFICE OF WORK PROGRAM AND BUDGET | |
| ***DISTRICT: 02 | | 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 | | | | | | PAGE 1 |
| FICE OF WORK PROGRAM AND BUDGET | | | | | | MBR0402-G1 |
| TARGET ANALYSIS | | | | | | |
| 2019 - 2023 TARGETS | | | | | | |
| 19 | 2020 | 2021 | 2022 | 2023 | 5 YEAR | TOTAL |
| --- | ---- | ---- | ---- | ---- | ----- | ----- |
| 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 | 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 ▼ |
| 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) ▼ |
| Projection Level: | (Select a Projection Level Code) ▼ |
| Snapshot: | L = "LIVE" ▼ |
| <div style="display: inline-block; margin: 0 10px;">Submit</div> <div style="display: inline-block; margin: 0 10px;">Reset</div> | |
| <b style="color: red;">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

```

WPAPT2----- 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/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
- 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/dstrarea) (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 ▼ |

Submit

Reset

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 |
| 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 | 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 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 - EDITLTF**

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 - TFRF), 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.

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)

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, SISR, 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,' 'SISR,' '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. 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.

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

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')

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.

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

- 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. [§1119; 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 or 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 2020 General Fund (GF) for the Highway Infrastructure Program apportionment. The new GF funds can 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).

- 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.

1. WPA FUND CODE

Please program with the appropriate Federal Appropriation Category (FAC) so that the year of lapse and eligibilities for each round can be readily known.

| <u>Work Program Fund Code</u> | <u>Description</u> | <u>Federal Appropriation Category (FAC) FFY2018 which lapse if not obligated by 9/30/2021 (use 1st)</u> | <u>FAC FFY2019 which lapse if not obligated by 9/30/2022 (use 2nd)</u> | <u>FAC FFY2020 which lapse if not obligated by 9/30/2023 (use 3rd)</u> |
|-------------------------------|--|---|---|---|
| GFSA | General Fund - STPBG (Any Area) | Z004 | Z904 | Z909 |
| GFSU* | General Fund - STPBG >200K (Urban) | Z005* | Z905* | Z910* |
| GFSL | General Fund - STPBG <200K >5K (Small Urban) | Z006 | Z906 | Z911 |
| GFSN | General Fund - STPBG <5k (Rural) | Z007 | Z907 | Z912 |
| GFBR (new) | General Fund - Bridge Repair and Replacement (will be allocated to a bridge project by statewide programs) | N/A | N/A | Z913 |

*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.

| <u>Area</u> | <u>Description</u> |
|-------------|---------------------------------|
| 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 5: STATEWIDE AND LOCAL TRANSPORTATION IMPROVEMENT PROGRAMS (STIP AND TIP)

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PART IV - CHAPTER 5: STATEWIDE AND LOCAL TRANSPORTATION IMPROVEMENT PROGRAMS (STIP AND TIP)

A. REQUIREMENTS TO OBTAIN APPROVED FEDERAL AUTHORIZATION

Before initial federal authorization can be obtained, the project must be properly listed in the federally mandated four-year state transportation improvement program (STIP) and, if the project is located within a metropolitan planning organization's (MPO's) boundaries, it must also be listed in the first four years of the MPO's five-year transportation improvement program (TIP).

Generally, a properly filed initial Federal Authorization Request (FAR) will be approved by Federal Highway Administration (FHWA) within two weeks of submission to FHWA by the Federal Aid Management Office (FAMO). However, if the project is not properly listed in the STIP/TIP, then a TIP amendment requiring MPO board action may be required to obtain the initial federal authorization, which may delay commencement of work by weeks, if not months.

A STIP amendment generally needs to accompany the TIP amendment. STIP amendments are processed monthly. Both the federal STIP and MPO TIPs follow the same guidelines for amendments to the plans, as outlined in later sections of these instructions.

Prior to submitting an initial FAR to the district federal aid coordinator, district staff (e.g. in the Offices of Planning, Work Program, Estimates, Right of Way) should verify that the project is properly listed in the STIP/TIP. This verification should take place at least two months in advance of the district's submission of the initial project authorization request to the district federal aid coordinator to ensure adequate time to process a STIP/TIP amendment if required. For advanced warning on projects that may need TIP/STIP amendments the following reporting tool has been developed:

<https://owpb.fdot.gov/federalaid/stip.aspx>

If a project falls within the STIP/TIP amendment criteria, district planning staff will notify the MPO of the need to process a TIP amendment and will notify the Office of Policy Planning (OPP) of the need to process a STIP amendment. The OPP will review all TIP amendments for accuracy and for compliance with all applicable criteria prior to submitting them to the FAMO for final review and electronic transmission to FHWA along with the accompanying STIP amendment.

B. STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)

The STIP is a federally mandated document which, as a component of this plan, must include a listing of projects planned with federal participation in the next four federal fiscal years. Although the STIP is approved annually by FHWA at the beginning of each federal fiscal year (October 1st), FHWA allows the Florida Department of Transportation (department) to report these four years on a state federal fiscal year basis (July 1st thru June 30th). This is because the report is based upon the federally funded projects listed in the first four years of department's adopted five-year work program.

Therefore, in order for a project to be listed in the approved STIP, it must first be included in the first four years of the adopted five-year work program. The project must either be programmed into the

tentative work program during the annual tentative work program development cycle, or it must be amended into the work program after it has been adopted on July 1st of each state fiscal year.

1. REGIONALLY SIGNIFICANT PROJECTS (NOT FEDERALLY FUNDED):

Federal law requires all regionally significant transportation projects for which an FHWA or FTA approval is required be included in the TIP/STIP, whether or not the projects are to be funded with Title 23, U.S.C., or Federal Transit Act funds (e.g., addition of an interchange to the interstate system with state, local, and/or private funds, demonstration projects not funded under Title 23, U.S.C., or the Federal Transit Act, etc.). FHWA or FTA approval in this context is not limited to obtaining federal approval to participate in the cost of the project but extends to FHWA or FTA approval of environmental and/or permitting documents as well.

The STIP should, for information purposes, include all regionally significant transportation projects proposed to be funded with federal funds other than those administered by the FHWA or the FTA. It should also include, for information purposes, if appropriate and cited in any TIPs, all regionally significant projects, to be funded with non-federal funds (23 C.F.R. 450.216(h)).

2. REGIONALLY SIGNIFICANT PROJECT DEFINITION (23 CFR 450.104 AND 40 CFR 93.101):

A transportation project (other than an air quality exempt project, and projects that may be grouped in the TIP/STIP pursuant to 23 C.F.R. 450.216 and 23 C.F.R. 450.324) that is on a facility which serves regional transportation needs (such as access to and from the area outside of the region, major activity centers in the region, major planned developments such as new retail malls, sports complexes, etc., or transportation terminals as well as most terminals themselves) and would normally be included in the modeling of a metropolitan area's transportation network, including at a minimum all principal arterial highways and all fixed guideway transit facilities that offer an alternative to regional highway travel.

Additions in any of the four years of the TIP/STIP of regionally significant projects (for which an FHWA or FTA approval is required) will require a TIP/STIP amendment.

3. FULL PROJECT COST IN STIP

The total cost of a typical transportation project will include costs for discrete “phases” of work, generally accomplished in a chronological sequence, as follows:

1. Project Development and Environmental (PD&E)
2. Preliminary Engineering (Design plans and specifications)
3. Right of Way Acquisition
4. Construction

The time span necessary to accomplish all phases of a project from PD&E to Construction can be many years and generally cannot be displayed in the four years of the STIP. Some phases may have already been completed prior to the four year STIP “window” and some phases may extend well beyond the four years of the STIP.

According to federal planning regulations, projects in metropolitan planning areas must show full project costs in the MPO Long Range Metropolitan Transportation Plan. Projects in non-MPO areas do not need to be specifically identified or have their costs shown in the Statewide Long Range Transportation Plan, but the projects do need to be consistent with the objectives of that plan.

It is FHWA's preference for full project costs to also be shown in the STIP and MPO TIPs. However, FHWA's guidance document issued 2-9-2011 states that "for projects scheduled to start within the existing STIP/TIP years, if the majority of the work will be conducted in years beyond the STIP/TIP [four year] time frame, only the project costs within the next four years must be in the STIP/TIP."

It is FDOT's intention to accommodate FHWA's preference for full project costs to be shown in the STIP, to the extent that the information is available in FDOT's Work Program database. Project phases commenced by FDOT in years prior to the four years of the STIP will automatically be included in the STIP.

FDOT lists in the Work Program database five years of project phases for projects not on the Florida Strategic Intermodal System, and ten years of project phases for projects on the Strategic Intermodal System, so all of these phases will be listed in the annual STIP document.

Public Private Partnership (P3) projects in the Work Program database which have project phases in the four years of the STIP and also have deferred payments to the contractor beyond the four year time frame will show all future year payments in the STIP. P3 projects which have project phases in the four years of the STIP and which will be procured via concessionaire agreements to operate and maintain the facilities for long periods (30-40 years) will also show all planned future payments in the STIP.

C. MPO'S TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Each MPO in the state is required by Florida Statutes to have a TIP which, as a component of this plan, must include a listing of projects planned for the next five federal fiscal years. MPOs are also required to have a similar TIP for federally funded projects for the next four years. Therefore, each MPO annually publishes a single five-year document to satisfy both state and federal requirements.

D. PROJECTS ADMINISTERED BY FEDERAL TRANSIT ADMINISTRATION (FTA)

Federal law requires virtually identical treatment of highway and bridge projects administered by FHWA and transit projects administered by FTA relative to TIP/STIP requirements. Both federal agencies require projects to be included in the currently approved STIP and applicable TIP before highway and bridge projects are initially authorized with FHWA or before transit grants are approved by FTA.

MAP-21 FTA Section 5339 replaces Section 5309 (Bus and Bus Facilities, and New Starts). Funds are eligible to be transferred by the State to supplement urban and rural formula grant programs (5307 and 5311, respectively). Projects must be listed in the current approved STIP in order to be funded. To ensure all transit projects funded with FTA funds are included in the State Transportation Improvement Plan (STIP), projects in the Metropolitan Planning Organization Transportation Improvement Plan (MPO/TIP) will be programmed in the department's five-year work program whether or not a state

matching share is involved. Projects listed in the department's five-year work program with a status of less than 070 (contract executed), must roll forward and appear in the new STIP submitted to FTA before they will process the grants.

In July of each year, the work program staff will provide the district transit staff a list of all FTA nonbudgeted projects for that year. The transit staff will be responsible for contacting the transit agencies throughout the year to confirm when the grants have been received. The transit staff will then inform the district work program staff and the status of the project can be adjusted to 070 (Contract Executed). With this status change, the project will not roll forward. As many of these projects have multiple years programmed on each project, the status will be in place for the entire item. If multiple years exist, the status should be set to 010 after July 1st each new year and not be re-set to status 070 until the grant for that fiscal year has been received. At such time that a particular grant should have rolled forward and the status was 070 or greater, the work program staff will have to manually roll the project forward.

When federal FTA discretionary funds are awarded that are non-budgeted (do not require a state match), these funds must still be programmed in the department's five year work program to align with the MPO's TIP and provide a STIP reference when the local agency eventually files a grant application with FTA. These discretionary projects should be programmed using program 16, even though they may not be a capital project. The FTA fund code must be used and may include LF (local funds) if the discretionary grant requires a local match.

E. AMENDING THE STIP AND TIP

1. HOW TO DETERMINE IF A TIP/STIP AMENDMENT IS REQUIRED

Not all changes to the TIP/STIP require state review and federal approval of the changes. Changes requiring formal state review and federal approval are referred to as "TIP/STIP amendments," and are based upon criteria established under federal law. All TIP/STIP amendment requests should be reviewed by a single point of contact within the district to ensure that the information is accurate and complete before submittal to the MPO Liaison in the OPP by the 10th of each month. The TIP/STIP amendment requests will be reviewed by the OPP to ensure they are complete, prior to submittal to the FAMO by the 15th of each month. The FAMO will review the TIP/STIP for financial constraint and submit to FHWA and/or FTA for their review and approval.

TIP/STIP will require formal amendments only upon initial federal authorization request and based on the following criteria:

- The change adds new individual projects to the current TIP/STIP.
- The change affects air quality conformity.
- The change adversely impacts financial constraint, including cost estimate increases.
- The change results in major scope changes; and/or.
- The change removes or deletes an individually listed project from the TIP/STIP.

Administrative Modifications – Project changes which do not meet the criteria for a formal TIP/STIP Amendment

Caution: Please note that, although advancements from year two, three, or four of the TIP/STIP into year one do not require a formal TIP/STIP amendment, a work program Amendment will be required for such advancements (assuming the dollar thresholds are exceeded) along with all required notifications (including to MPOs). Similarly, deferrals from year one to year two, three, or four of the TIP/STIP do not require a formal TIP/STIP amendment, but a work program Amendment will be required (if dollar thresholds are exceeded) along with required notifications (including to MPO).

2. APPLICATION OF MINIMUM FEDERAL CRITERIA

a. Adding New Individual Projects to the Current TIP/STIP:

- The TIP/STIP covers a period of four years. Any federally funded project listed in any of the years of the TIP/STIP may be advanced or deferred within those years without requiring a TIP/STIP amendment.
- Any new project added to any of the years of the TIP/STIP will require a TIP/STIP amendment, if any federal funding is involved.
- If a project is listed in the first four years of the work program with state funds only, and the funding is subsequently changed to add federal funds, then this fund change will not require a TIP/STIP amendment.

b. Changes Affecting Air Quality Conformity:

If the MPO is in a designated maintenance area of the state, a determination must be made as to the effect of the change on air quality conformity. Any additions or deletions of projects, and any major scope changes to projects already in the TIP/STIP must consider the effect on air quality conformity.

If the project is exempt from air quality conformity as defined by 40 C.F.R. 93.126, the TIP/STIP amendment transmittal letter must state that it is exempt.

If the project is not exempt, a new conformity determination must be made by the MPO before the TIP/STIP amendment can be approved. The TIP/STIP amendment transmittal letter must state that conformity has been re-determined.

A project is seen as affecting air quality conformity when it includes additions and modifications to the transportation network that the transportation plan reports will be operational in specific horizon years (40 C.F.R. 93.106).

If a project affecting air quality is advanced or deferred such that the change crosses a designated horizon year, air quality must be re-determined.

If a project affecting a milestone (an emissions level and the date on which it is required to be achieved) is added or deleted, air quality conformity must be re-determined.

For further information regarding air quality conformity determinations, please contact the OPP.

c. Adverse Impacts to Financial Constraint, Including Cost Estimate Increases:

Federal law requires that the TIP/STIP must be financially constrained to the amount of funds that have been projected to be available, by year, over the four year period of the approved TIP/STIP. This means that the cost of new projects and cost increases on existing projects must be offset by decreases in other areas of the TIP/STIP to maintain the financial constraints upon which the TIP/STIP was originally developed, unless new sources of funds are identified.

If new projects are added to the TIP/STIP, the TIP/STIP amendment transmittal letter must identify the source of funds for the new project. Examples include, but are not limited to, one or more of the following:

- The funds are coming from a contingency box item already included in the appropriate year of the work program. The TIP/STIP amendment should show the reduction in the contingency box item as well as the cost of the new project addition.
- The funds are coming from the deletion or deferral of another individual project in the appropriate year of the TIP/STIP. The TIP/STIP amendment should identify the specific project being deleted or deferred as well as the new project addition.
- The funds are coming from reduction(s) of cost estimate(s) to other project(s) already included in the appropriate year of the TIP/STIP. The TIP/STIP amendment should identify the specific project(s) where estimated costs are being reduced.
- The funds are coming from new appropriations or allocations of federal funds that were not available, or reasonably expected to be available, when the TIP/STIP was originally developed. The TIP/STIP amendment should identify the source and amount of the new funds.

If the estimated cost increases on an existing project already included in the TIP/STIP, then a TIP/STIP amendment is not required to make this cost adjustment, as long as all of the following statements are true:

- The funds financing this cost increase did not come from the deletion of another project already included in the TIP/STIP (or deferral of another project beyond the four years of the TIP/STIP).
- The TIP/STIP remains financially constrained after the cost adjustment.
- The cost increase did not arise as a result of a major scope change to the project, as defined below.

- The cost increase does not represent more than 20% of the total project cost of all the phases on the federal authorization and \$2 million.

If the cost increase represents more than 20% of the total cost of all the phases on the FAR, and such cost increase is more than \$2 million, then a TIP/STIP amendment will be required.

The following table provides examples of how these criteria are applied:

| Cost Estimate in STIP | Latest Estimate in Work Program | Increase in Cost | Percentage Increase | Increase Exceed 20%? | Increase Exceed \$2 million? | STIP Amendment Required? |
|------------------------------|--|-------------------------|----------------------------|-----------------------------|-------------------------------------|---------------------------------|
| \$ 1,000,000 | \$ 1,250,000 | \$ 250,000 | 25.0% | Yes | No | No |
| \$ 1,000,000 | \$ 3,200,000 | \$2,200,000 | 220.0% | Yes | Yes | Yes |
| \$ 5,000,000 | \$ 6,500,000 | \$1,500,000 | 30.0% | Yes | No | No |
| \$ 5,000,000 | \$ 7,500,000 | \$2,500,000 | 50.0% | Yes | Yes | Yes |
| \$10,000,000 | \$ 12,000,000 | \$2,000,000 | 20.0% | No | No | No |
| \$10,000,000 | \$ 15,000,000 | \$5,000,000 | 50.0% | Yes | Yes | Yes |
| \$15,000,000 | \$ 17,500,000 | \$2,500,000 | 16.7% | No | Yes | No |
| \$15,000,000 | \$ 18,500,000 | \$3,500,000 | 23.3% | Yes | Yes | Yes |

d. Major Scope Changes

A TIP/STIP amendment is required if there are major changes to the scope of a project. In this context a major scope change is defined to be one that changes or significantly expands the basic attributes or nature of a project (design concept). Examples include, but are not limited to, the following:

- Any change that would materially affect air quality conformity determinations.
- Any material changes to project limits such as the length changing by more than 20% and 1/2 mile as determined by the Milepoint limits.
- Any material changes to capacity (e.g. adding additional lanes).
- Any material changes to type of work (e.g. adding bridge repairs to resurfacing job, or changing modes from highway to transit).

- Any scope change that is significant enough to affect the priority order of projects in the TIP/STIP, or to affect consistency with the MPO's Long Range Transportation Plan (LRTP).

e. Deleting an Individually Listed Project From the TIP/STIP:

The deletion of any individually listed project in the four years of the TIP/STIP requires a TIP/STIP amendment, including a statement of its effect on air quality conformity, if applicable.

3. CONTENTS OF TIP/STIP AMENDMENT PACKAGE

TIP Amendment packages must include specific documents and provide specific information regarding project(s) changes to be considered complete. The accompanying STIP amendment (prepared by the FAMO) will draw upon the contents of individual TIP amendments as the basis for its preparation.

TIP Amendments must contain the following information for new projects:

- Project name, limits, a detailed project description and type of work
 - Financial Project Number (FPN)
 - Federal Aid Project Number, if assigned
 - Department work program fund code
 - Project cost estimates by fund type
 - Phase
 - State fiscal year in which work is to commence
 - Reason for the proposed change
 - Effect of the change to financial constraints
 - Effect of the change on air quality conformity, if applicable
 - Consistency of the change with the goals of the MPO's LRTP
 - FHWA documentation requirements of MPO Board approval of the TIP amendment (or staff approval if approval authority has been delegated to MPO staff, and documentation of the delegation of approval authority)
1. Appropriate Agenda & TIP Page(s)
 - For All Projects within MPO Boundaries, attach the amended TIP page reflecting the amended project as incorporated into the TIP. If the amended TIP page is not yet available, attach documentation of the TIP amendment considered by the MPO Board. Example documentation must include the MPO agenda item that specifically addresses the project. If the required project information is not included in the agenda item, other documentation can be provided with the agenda for the needed details, such as the Agency letter

requesting the TIP Amendment or an MPO adopted resolution. Signed document (by MPO Chair or designee) attesting that the TIP amendment was developed and approved in compliance with applicable laws and procedures

- Board approval is attested to with the MPO's signature on the electronic STIP form.
- ***PLEASE NOTE*** The STIP Amendment form itself does NOT suffice as the required TIP Page.
- For All Projects outside of MPO Boundaries, this section does not apply.

2. Appropriate LRTP Pages

- For **Capacity Projects inside MPO Boundaries**, attach the Cost Feasible Plan page(s) from the current LRTP that specify the line items of the project.
- For **Non-Capacity Projects inside MPO Boundaries**, attach the current LRTP page(s) containing the project's line item(s) from the Cost Feasible Plan, if available. If the MPO does not list Non-Capacity Projects individually in the Cost Feasible Plan, attach the current LRTP page(s) indicating any goals and/or objectives that correlate with the project.
- For **All Projects outside of MPO Boundaries**, attest via signature in STIP amendment that the amendment is consistent with the Florida Transportation Plan.
- For all TIP amendments involving FTA funding, include the FTA Funding Section Number and Description, i.e., Section 5307 Large Urban Cities Transit Improvements. Including this information on the Item Segment Definition (WP01) screen as an "xdesc" field will ensure that the reference is automatically incorporated. See the Freight, Logistics and Passenger Operations (FLP) chapter, Transit section of these instructions for specific programming guidelines

For existing projects, include the same information as above (Section 3. CONTENTS OF TIP/STIP AMENDMENT PACKAGE), and:

- As listed in the current TIP (include TIP page number)
- As proposed to be amended (include new TIP page number)
- The page number in the existing STIP where it may be found

To assist MPO, district/Turnpike Enterprise staff in the preparation of TIP Amendment packages, a TIP amendment form has been developed and is available in electronic form from the OPP. This form is designed to function as a checklist to ensure all applicable criteria are met, and the amendment package is accurate and complete when submitted to the OPP for review.

District/Turnpike Enterprise staff will be notified via email when TIP/STIP amendment(s) are approved by FHWA, and approved amendment packages will be posted to the FAMO's Internet site. More information regarding TIP/STIP Amendment documentation can be found on the following OWPB Sharepoint site: [STIP Amendment Supporting Documentation Requirements](#)

4. ROUTING OF STIP AMENDMENT REQUESTS

a. STIP Amendment requests within MPO boundaries

STIP Amendment requests within MPO boundaries are generally accompanied by corresponding TIP amendments already prepared by the various MPOs. These STIP amendment requests must be routed to the OPP for review for completeness and consistency with the TIP amendments, and for air quality conformity determinations, if applicable. After completing their review, OPP forwards these requests to the FAMO. The FAMO then consolidates all requests on hand into a single STIP Amendment for submission to FHWA.

b. STIP Amendment Requests Outside of MPO Boundaries

STIP Amendment requests from areas outside of MPO boundaries will not have accompanying TIP amendments, and there are no air quality conformity areas outside MPO boundaries in Florida at the present time. Therefore, these requests DO NOT need to be sent to OPP for their review.

STIP Amendment requests outside of MPO areas may be sent directly to the FAMO for incorporation into the next consolidated STIP Amendment.

5. SCHEDULE FOR PROCESSING TIP/STIP AMENDMENTS

FHWA has requested we limit the processing of STIP amendments to once per month. Further, FHWA has indicated that in the month of September each year their staff is very involved in the review of the new MPO TIPs and the state STIP and will not accept STIP Amendments to the current STIP during the month of September.

STIP Amendments will be processed according to the following schedule:

a. TIP/STIP Amendment Requests Within MPO Boundaries

TIP/STIP amendment requests received by the OPP for review by the 10th of each month will be included in the STIP amendment for that month, provided the requests are complete and require no clarifications or other district/Turnpike Enterprise, or MPO input.

b. STIP Amendment Requests Outside of MPO Boundaries

STIP amendment requests from areas outside of MPO boundaries received by the FAMO by the 15th of each month will be included in the STIP amendment for that month, provided the requests are complete and require no clarifications or other district/Turnpike Enterprise input.

This should enable FHWA to routinely approve the amendment by the end of the month, or thereabouts.

This schedule will apply to all months except September. No STIP amendments will be processed during the month of September, so plan accordingly.

It is important to note that submitting an incomplete STIP amendment request may result in the request not being included in the consolidated STIP amendment for that month, if needed information cannot be obtained prior to the due dates for that month as outlined above.

F. ROLL FORWARD PROJECTS IN NEW TIP

Every March, the Office of Work Program and Budget (OWPB) provides the districts the tentative work program that is to be adopted on July 1st. The MPO's TIP incorporates the tentative work program and is also adopted on July 1st. Year 1 of the TIP and the work program should always match. However, when the new TIP and work program become adopted on July 1st, there are often projects which were intended to be authorized prior to June 30th (i.e. when the previous TIP and work program were in effect), but did not. These projects will automatically roll forward in the work program (and also in the STIP) but not in the TIP. Hence there is a need to reconcile the two documents and bring the TIP up to date. This is accomplished by what is known as a Roll Forward TIP amendment. Around mid to late July, the OWPB posts the Roll Forward Report online. This report lists, by district, those projects which did not get authorized by the end of the last federal fiscal year and have been rolled forward in the newly adopted work program. The districts provide this list to the MPO, and the MPO uses this list to process a Roll Forward TIP Amendment.

An MPO can do a Roll Forward TIP amendment as soon as the Roll Forward Report is published. However, FHWA will not recognize the approval of the Roll Forward TIP Amendment until after October 1st, the effective date of the new MPO TIP. Please note that there is no need for the MPOs to request a Roll Forward STIP Amendment because these Roll Forward projects are already included in the new STIP, to be effective October 1st.

G. ADMINISTRATIVE TIP AMENDMENTS FOR AMENDING OLD TIP AFTER NEW TIP IS ADOPTED ON JULY 1ST

MPOs statewide will adopt their new TIPs to be effective July 1st. However, they will not be recognized as effective for federal purposes until October 1st since the federal fiscal year doesn't start until October 1st.

This difference in state versus federal fiscal year presents the MPOs with the situation of having some projects in the new current year of the new TIP that may not appear in the old TIP because they were added during the last tentative work program development cycle.

FHWA has, in the past, required Board action to amend these same projects into the old TIP during the months of July, August and September before we can get a federal authorization approved for these projects. Yet MPO board action to adopt the new TIPs on July 1st each year clearly demonstrates the intent of the MPO to include these projects in their TIPs for that time period.

FHWA recognizes the confusion caused by having to bring to the MPO Board these requests to amend projects into the old TIP, after July 1st each year, when these same projects are already included in the new TIP already approved by the Board and adopted on July 1st.

Therefore, FHWA has agreed to allow the MPO Executive Directors to process "administrative" TIP amendments for these types of projects when adding them to the old TIPs during this three month period, rather than having to take full board action to add projects already included in the new adopted TIPs. FHWA will allow this ONLY under the following conditions:

- The administrative amendments take place between July 1st and September 30th of each year.
- The projects included in the administrative amendment are the identical projects already approved and included in the first year of the new TIP adopted on July 1st. There must be no change in the project description, funding or scope of work. They must appear in the administrative amendment exactly as they appear in the new TIP.

All other requirements for processing TIP amendments must be adhered to, including a letter from the MPO Executive Director approving the amendment, with the detailed project information included.