

Approved:

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Development and Operations  
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Department of Transportation

## **WORK PROGRAM DEVELOPMENT AND ADOPTION**

### **PURPOSE:**

To provide a general overview of the development, review and adoption of the 5-Year Work Program.

### **AUTHORITY:**

Sections 20.23(3)(a), 334.048(3), F.S.

### **REFERENCES:**

Section 339.135, F.S.  
Legislative Budget Request  
36-Month Cash Forecast  
5-Year Finance Plan  
Revenue Forecasts by the Transportation Estimating Conference  
Forecast of Federal Aid  
Program and Resource Plan  
Florida Transportation Plan  
Work Program Instructions

### **SCOPE:**

This procedure is used by Central Office and District Work Program Managers.

### **DEFINITIONS:**

**ADOPTED WORK PROGRAM** - The 5-Year Work Program adopted by the Department as provided in Subsection (5) of Section 339.135, F.S.

**DISTRICT WORK PROGRAM** - The planned five-year listing of transportation projects prepared each fiscal year by the Districts and the Turnpike Enterprise. Districts submit their Work Programs to the Central Office for review and development of the Tentative Work Program.

**FINANCE PLAN** – An analysis, by program area, of the Department’s anticipated revenues and expenditures for a ten year period. The Finance Plan applies expected revenues to expected project costs for each program and reflects the resulting anticipated cash balance.

**FISCAL YEAR** – The period beginning July 1<sup>st</sup> of each year and ending on June 30th of the following year. The fiscal year constitutes a budget year for all Department operating funds.

**FLORIDA TRANSPORTATION PLAN (FTP)** – A statewide transportation plan that considers and documents the following:

- The Department’s long and short range goals and objectives, which must be established and defined within the context of the State Comprehensive Plan
- State mandates
- Federal mandates and authorizations
- Prevailing principles of preserving the existing transportation infrastructure thereby enhancing Florida’s economic competitiveness
- Improving travel choices to ensure mobility

**WORK PROGRAM DEVELOPMENT CYCLE** – The development cycle of the work program consisting of three separate stages: development, tentative and adopted. District and Central Office staff accomplish each stage using the Work Program Administration (WPA) system. The development cycle uses the WPA system files to project future scenarios of alternative projects.

**LEGISLATIVE BUDGET REQUEST (LBR)** – The Department request for legislative spending authority necessary to fund the first year of the Tentative Work Program. The Legislative Budget Request complies with the Florida Transportation Plan and the Program and Resource Plan. The LBR supports Department goals and objectives and balances to anticipated transportation revenues.

**PROGRAM AND RESOURCE PLAN** – A plan that links the Florida Transportation Plan, Department programs, and the LBR. It contains long range goals, operating policies and performance measures that guide the development of Department programs. The plan also contains program fund levels and production targets that are balanced to anticipated revenues.

**REVENUE ESTIMATING CONFERENCE (REC)** – A conference held three times a year with the purpose of developing a ten year forecast of state transportation revenues. The Department uses these projections in the development of the 5-Year Tentative Work Program.

**THIRTY-SIX MONTH CASH FORECAST** – A 36 month forecast of cash and expenditures.

**TENTATIVE WORK PROGRAM** - The five-year listing of all transportation projects planned for each fiscal year.

**WORK PROGRAM INSTRUCTIONS** - Comprehensive instructions issued annually and supplemented during the Work Program development cycle. The Work Program Instructions guide the development of the Department's Tentative Work Program and the maintenance of the Adopted Work Program. These instructions communicate funding and policy directives from the Federal government, the Executive Office of the Governor, the Legislature and the Department's executive management. This information can be translated into a schedule of specific transportation projects and services.

## **ANNUAL DEVELOPMENT PROCESS**

### **1. EXECUTIVE COMMITTEE WORKSHOPS AND MEETINGS**

The process begins with the Summer Executive Workshops. The Executive Board sets policy and makes funding decisions used during the development of the Tentative Work Program.

### **2. UPDATE OF WORK PROGRAM INSTRUCTIONS**

2.1 The Office of Work Program annually updates the Work Program Instructions to reflect any changes in policies and guidelines as outlined by the Executive Committee. The Instructions also reflect any changes in technical guidelines arising from system modifications and/or revisions to applicable federal and state laws, regulations and administrative rules.

2.2 The Finance Program and Resource Allocation section annually updates all schedules of Federal and State Commitment Authority based on the latest forecast of Federal Aid Apportionments, Federal Aid Obligating Authority, and results of the State Revenue Estimating Conference. Guidance for updates includes the latest revisions to Title 23, U.S. Code, Tables of Apportionment and Obligating Authority issued by FHWA, and Finance Plans prepared by the Finance Program and Resource Allocation section and the Office of the Comptroller. This update also includes roll forward of funds not used in the previous year.

2.3 The Office of Work Program Development and Operations conducts annual workshops in late August or early September in part to review changes to the instructions. Once the review is complete and all changes incorporated, the Office of Work Program Development and Operations publishes the final Work Program Instructions.

### **3. OPEN WPA SYSTEM FOR THE WORK PROGRAM DEVELOPMENT CYCLE**

Each July, Central Office opens the WPA program allowing Districts to begin development of Work Programs. Districts make modifications based on current,

factual information and maintain fiscal responsibility and data integrity. Work Program staff monitor fund levels and budgeting limits and continually review the Work Program and related documents (Program and Resource Plan, 36 Month Cash Forecast, Five Year Finance Plan and the Department's Budget).

#### **4. REVIEW OF THE DISTRICT WORK PROGRAMS**

Before the development cycle closes, District Secretaries review their work programs and direct modifications as necessary.

#### **5. DISTRICT-WIDE PUBLIC HEARINGS FOR DISTRICT WORK PROGRAMS**

Following the District Secretary's review, the Districts schedule public hearings to provide an opportunity for the public, local governments and Metropolitan Planning Organization's to comment on the Work Program and any applicable Turnpike and/or Statewide programs. Districts take into consideration any concerns and modify the Work Program as necessary. Public hearings must take place prior to closure of the WPA system.

#### **6. CENTRAL OFFICE REVIEW OF THE DISTRICT WORK PROGRAMS**

6.1 After the WPA system closes for the development of the Tentative Cycle, Central Office Work Program staff review District and Statewide Work Programs for compliance with the Work Program Instructions, federal and state laws and regulations, administrative rules and applicable guidelines.

6.2 At a minimum, the following offices participate in the Central Office review: Intermodal Systems Development, Engineering and Operations, Production Management and the Finance Program and Resource Allocation section.

6.3 Districts and statewide program managers discuss the results of the Central Office review and identify any discrepancies within the Work Program.

6.4 Central Office opens the WPA system for a short time to correct those discrepancies identified during the Department Secretary's Review.

6.5 The Work Program Instructions contain procedures utilized in the Central Office Review of the Tentative Work Program.

#### **7. PRESENTATION OF THE DISTRICT WORK PROGRAM TO SECRETARY**

Within the first two months of the calendar year, District Secretaries present their District Work Programs to the Secretary of the Department. Additional modifications may take place as a result of this review.

#### **8. SUBMISSION OF THE PRELIMINARY TENTATIVE WORK PROGRAM**

At least 14 days prior to the convening of the regular legislative session, Central Office submits the Preliminary Tentative Work Program to the Executive Office of the Governor, Florida Legislative Committees, Florida Transportation Commission, and the Department of Economic Opportunity.

## **9. STATEWIDE PUBLIC HEARING ON THE TENTATIVE WORK PROGRAM**

Florida Statute requires the Florida Transportation Commission (FTC) to conduct a statewide public hearing on the Tentative Work Program. During this hearing, the public asks questions and offers suggestions/comments to the members of the FTC. This hearing takes place prior to the submission of the Final Tentative Work Program to the Executive Office of the Governor and Legislative Appropriation Committees.

## **10. SUBMISSION OF THE FINAL TENTATIVE WORK PROGRAM**

No later than 14 days after the regular legislative session begins, Central Office submits the Final Tentative Work Program to the Executive Office of the Governor and the Legislative Appropriation Committees.

## **11. RECONCILIATION OF THE TENTATIVE WORK PROGRAM TO THE GENERAL APPROPRIATIONS ACT**

Immediately after the passage of the General Appropriations Act, Central Office opens the WPA program and makes any adjustments necessary to the Tentative Work Program. These adjustments may include project additions, deletions, or other changes outlined in the General Appropriations Act. Adjustments take place prior to the close of the fiscal year on June 30th.

## **12. ADOPTION OF THE TENTATIVE WORK PROGRAM**

- 12.1 On July 1<sup>st</sup>, the Department Secretary adopts the final Work Program. This Adopted Work Program includes the approved budget for the Department for the ensuing fiscal year together with any Roll Forward (see Procedure No. 360-030-005, Roll Forward) and the portion of the Tentative Work Program for the following four fiscal years.
- 12.2 The Adopted Work Program may include only those projects submitted as part of the Tentative Work Program developed under the provisions of Subsection (4) of Section 339.135, F.S., any projects which are separately identified by specific appropriation in the General Appropriations Act and any Roll Forward approved pursuant to Paragraph (6)(c) of Section 339.135, F.S.
- 12.3 Any project phases in the previous Adopted Work Program not certified forward under the provisions of Section 216.301(2)(a), F.S., shall be available for roll forward into the first fiscal year of the new Adopted Work Program. Spending authority associated with such project phases may also be rolled forward to the first fiscal year of the new Adopted Work Program. The detailed procedures

utilized in the roll forward process are outlined in Procedure No. 360-030-005, Roll Forward.

- 12.4 Immediately after the close of the fiscal year, the Department publishes the Adopted Work Program for the five ensuing fiscal years.

**13. TRAINING**

- 13.1 Training occurs at Work Program Workshops and Statewide Work Program Meetings.

13.2 Work Program 101 CBT

13.3 MADDOG 101 CBT

**14. FORMS**

None Required.