

Financial Project No.: 212604-2-58-01
Catalog of State Financial Assistance No.: 55009

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
SMALL COUNTY OUTREACH PROGRAM AGREEMENT
(Project Administered by County)

This is an Agreement by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT", and NASSAU COUNTY, hereinafter referred to as the "COUNTY".

WITNESSETH

WHEREAS, the DEPARTMENT has the authority, under Section 334.044, Florida Statutes, to enter into this Agreement; and

WHEREAS, the Small County Outreach Program has been created by Section 339.2818, Florida Statutes, to provide funds to counties to assist small governments in resurfacing or reconstructing county roads or in constructing capacity or safety improvements to county roads; and

WHEREAS, the COUNTY has certified to the DEPARTMENT that it has met the eligibility requirements of said Section 339.2818, Florida Statutes; and

WHEREAS, the DEPARTMENT is willing to provide the COUNTY with financial assistance under Financial Project No.212604-2-58-01 for widening and resurfacing of Old Dixie Highway from US 1 to North of Callahan Middle School in Nassau County, Florida, hereinafter referred to as the "PROJECT," in accordance with Section 339.2818, Florida Statutes; and

WHEREAS, the COUNTY by Resolution No. 2007-210 dated the 28th day of November, 2007, a copy of which is attached hereto and made a part hereof, has authorized the Chairman of its Board of Commissioners to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein, the parties agree as follows:

1. SERVICES AND PERFORMANCE

A. The COUNTY shall furnish the services with which to construct the PROJECT. Said PROJECT consists of: widening and resurfacing of Old Dixie Highway from US 1 to North of Callahan Middle School in Nassau County, Florida and as further described in Exhibit A, attached hereto and made a part hereof.

B. The COUNTY shall be responsible for the construction of the PROJECT in accordance with all applicable federal, state and local statutes, rules and regulations, including COUNTY'S standards and specifications. The COUNTY shall be responsible for obtaining clearances/permits required for the construction of the PROJECT from the appropriate permitting authorities. Upon completion of the PROJECT, the COUNTY shall certify to the DEPARTMENT that the PROJECT has been completed in accordance with the COUNTY'S standards and specifications.

C. The DEPARTMENT will be entitled at all times to be advised, at its request, as to the status of work being done by the COUNTY and of the details thereof. Coordination shall be maintained by the COUNTY with representatives of the DEPARTMENT.

D. The DEPARTMENT must approve any consultant and/or contractor scope of services prior to advertising by the COUNTY. The DEPARTMENT'S approval must be obtained before selecting any consultant and/or contractor for the PROJECT. The COUNTY must certify that the consultant has been selected in accordance with the Consultants' Competitive Negotiation Act (Section 287.055, Florida

Statutes). Contractor must be prequalified by the DEPARTMENT as required by Section 2 of the Standard Specification for Road and Bridge Construction (2000), as amended.

E. The COUNTY shall not sublet, assign or transfer any work under this Agreement without prior written consent of the DEPARTMENT.

F. All notices under this Agreement shall be directed to the following addresses:

TO DEPARTMENT:

TO COUNTY:

| | |
|---|---|
| Ms. Katrina Sadler, Planning Programs Administrator District Two PLEMO - Planning Dept. 1109 South Marion Avenue Lake City, Florida 32025 | The Honorable Jim B. Higginbotham, Chairman Nassau County Board of County Commissioners Post Office Box 456 Fernandina Beach, FL 32035 |
| Ms. Kim Evans, District JPA/LAP Coordinator District Two PLEMO - Planning Dept. 1109 South Marion Avenue Lake City, Florida 32025 | Mr. Douglas Seaman, Public Works Director Nassau County Public Works Office 96160 Nassau Place Yulee, FL 32097 |

2. TERM

A. The COUNTY shall commence the PROJECT activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Design to be completed on or before **December 31, 2007**.
- b) Construction contract to be let on or before **June 30, 2008**.
- c) Construction to be completed on or before **December 31, 2009**.

B. This Agreement shall not be renewed. Any extension shall be in writing and executed by both parties, and shall be subject to the same terms and conditions set forth in this Agreement.

3. COMPENSATION AND PAYMENT

A. The DEPARTMENT agrees to a maximum participation in the PROJECT [design, construction and construction engineering inspection services (CEI)] in the amount of Two hundred forty eight thousand, six hundred seventy six dollars and no/100 (**\$248,676.00**). The COUNTY agrees to bear all expenses in excess of the DEPARTMENT'S participation.

B. The COUNTY shall submit one invoice (3 copies) plus supporting documentation required by the DEPARTMENT to the Project Manager for approval and processing:

monthly, or
 once the PROJECT has been accepted by the COUNTY and approved by the DEPARTMENT.

C. The COUNTY'S matching participation is in the form of:

- Funds equal to 25% of the project costs plus the remaining portion of the accepted bid amount exceeding the DEPARTMENT'S participation.
- In-kind services equivalent to 25% of the project costs plus the remaining portion of the accepted bid amount exceeding the DEPARTMENT'S participation as detailed in Exhibit _____.
- Combination of funds and in-kind services equivalent to 25% of the project costs plus the remaining portion of the accepted bid amount exceeding the DEPARTMENT'S

participation as detailed in Exhibit A.

X The County has requested a waiver and waiver has been granted.

D. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the DEPARTMENT'S Comptroller under Section 334.044 (29), Florida Statutes. Any provisions for an advance payment are provided in Exhibit A, attached and made a part of this Agreement.

E. The COUNTY will only be reimbursed for direct costs (this excludes general and administrative overhead). All costs charged to the PROJECT shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof. Bills for travel expenses specifically authorized by this Agreement shall be submitted and paid in accordance with Section 112.061, Florida Statutes.

F. The DEPARTMENT shall have the right to retain out of any payment due the COUNTY under this Agreement an amount sufficient to satisfy any amount due and owing to the DEPARTMENT by the COUNTY on any other Agreement between the COUNTY and the DEPARTMENT.

G. The COUNTY must submit the final invoice to the DEPARTMENT within 180 days after the final acceptance of the project. Invoices submitted after the 180-day time period will not be paid.

H. The DEPARTMENT'S obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature.

I. A Vendor Ombudsman has been established within the Department of Banking and Finance. The duties of this individual include acting as an advocate for contractors/vendors who may be experiencing problems in obtaining timely payments(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 410-9724 or by calling the State Comptroller's Hotline, 1-800-848-3792.

J. Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the DEPARTMENT at all times during the period of this Agreement and for three years after final payment is made. Copies of these documents and records shall be furnished to the DEPARTMENT upon request. Records of costs incurred include the COUNTY'S general accounting records and the project records, together with supporting documents and records of the COUNTY and all subcontractors performing work on the project, and all other records of the COUNTY and subcontractors considered necessary by the DEPARTMENT for a proper audit of costs.

K. The DEPARTMENT, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The DEPARTMENT shall require a statement from the Comptroller of the DEPARTMENT that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years.

L. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

M. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

4. INDEMNITY AND INSURANCE

A. a) To the extent allowed by Section 768.28, Florida Statutes, the COUNTY hereby agrees to indemnify, defend, save and hold harmless the DEPARTMENT and all of its officers, agents or employees from all suits, actions, claims, demands, liabilities of any nature whatsoever arising out of, because of, or due to breach of this Agreement by the COUNTY, its officers, agents, employees, contractors/subcontractors, consultants/subconsultants or due to any negligent act or occurrence of omission or commission of the COUNTY, its officers, agents, employees, contractors/subcontractors, consultants/subconsultants. Neither COUNTY nor any of its officers, agents, employees, contractors/subcontractors, consultants/subconsultants will be liable under this section for the negligence of the DEPARTMENT or any of its officers, agents or employees.

b) The COUNTY agrees to include the following indemnification in all contracts with contractors/subcontractors, consultants/subconsultants, who perform work in connection with this Agreement: "The contractor/consultant shall indemnify, defend, save and hold harmless the DEPARTMENT and all of its officers, agents or employees from all suits, actions, claims, demands, liability of any nature whatsoever arising out of, because of, or due to any negligent act or occurrence of omission or commission of the contractor, its officers, agents or employees.

Neither the contractor/consultant, nor any of its officers, agents or employees will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of the DEPARTMENT or any of its officers, agents or employees."

B. **LIABILITY INSURANCE:** The COUNTY shall carry and keep in force during the period of this Agreement a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with combined bodily injury limits of at least \$100,000 per person and \$300,000 each occurrence, and property damage insurance of at least \$50,000 each occurrence, for the services to be rendered in accordance with this Agreement. In addition to any other forms of insurance or bonds required under the terms of the agreement, when it includes construction within the limits of a railroad right-of-way, the COUNTY must provide or cause its contractor to provide insurance coverage in accordance with Section 7-13 of the DEPARTMENT'S Standard Specification for Road and Bridge Construction (2000), as amended.

C. **WORKER'S COMPENSATION:** The COUNTY shall also carry and keep in force Worker's Compensation insurance as required for the State of Florida under the Worker's Compensation Law.

5. COMPLIANCE WITH LAWS

A. The COUNTY shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the COUNTY in conjunction with this Agreement. Failure by the COUNTY to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the DEPARTMENT.

B. The COUNTY shall comply with all federal, state and local laws and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex or national origin in the performance of work under this Agreement.

C. No funds received pursuant to this Agreement may be expended for lobbying the Legislature, the judicial branch, or a state agency.

D. The COUNTY and the DEPARTMENT agree that the COUNTY, its employees, and subcontractors

are not agents of the DEPARTMENT as a result of this Agreement for purposes other than those set out in Section 337.274, Florida Statutes.

E. Recipients of state funds are to have audits done annually using the following criteria.

State awards will be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the awarding state agency.

In the event that a recipient expends \$500,000 or more in State awards during its fiscal year, the recipient must have a state single or program specific audit conducted in accordance with Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General.

If a recipient expends less than \$500,000 in State awards during its fiscal year, an audit conducted in accordance with Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General is not required. If a recipient expends less than \$500,000 in State awards during its fiscal year and elects to have an audit conducted in accordance with Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General, the cost of the audit must be paid from non-State funds.

Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the FDOT, the Department of Financial Services, and the Auditor General. This section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official.

Reporting Packages and management letters generated from audits conducted in accordance with Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General shall be submitted to the awarding DEPARTMENT office, by the recipient, within 30 days of receiving it. The afore mentioned items are to be received by the appropriate DEPARTMENT office no later than 9 months after the end of the recipient's fiscal year.

The recipient shall follow up and take corrective action on audit findings. Preparation of a summary schedule of prior year audit findings, including corrective action and current status of the audit finding is required. Current year audit findings require corrective action and status of finding.

Project records shall be retained and available for at least 3 years from the date the audit report is issued. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the DEPARTMENT, the Office of the Comptroller, and the Office of the Auditor General.

The recipient shall submit required audit documentation as follows:

A Financial Reporting Package of audits conducted in accordance with Section 215.97, Florida Statutes, and Chapter 10.550, Rules of the Auditor General shall be sent to:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, FL 32399-1450

The Department of each of the following addresses:

Department of Transportation
District PLEMO Office – MS 2014
Attn: Kim Evans, District JPA/LAP Coordinator
1109 South Marion Avenue
Lake City, Florida 32052

6. TERMINATION AND DEFAULT

A. This Agreement may be terminated by either party upon default by the other party. Further, this

Agreement may be terminated by the DEPARTMENT in whole or in part at any time the interest of the DEPARTMENT requires such termination. The DEPARTMENT also reserves the right to seek termination or cancellation of this Agreement in the event the COUNTY shall be placed in either voluntary or involuntary bankruptcy. The DEPARTMENT further reserves the right to terminate or cancel this Agreement in the event an assignment is made for the benefit of creditors.

B. If the Agreement is terminated before performance is completed, the COUNTY shall be paid 75% of the work satisfactorily performed for which costs can be substantiated. Within 30 days, the COUNTY shall refund to the DEPARTMENT the amount of payment received for the PROJECT which exceeds 75% of the COUNTY'S costs for the portion of the PROJECT completed.

7. MISCELLANEOUS

A. All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

B. The DEPARTMENT shall not be obligated or liable hereunder to any party not a party to this Agreement.

C. In no event shall the making by the DEPARTMENT of any payment to the COUNTY constitute or be construed as a waiver by the DEPARTMENT of any breach of covenant or any default which may then exist, on the part of the COUNTY, and the making of such payment by the DEPARTMENT while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the DEPARTMENT with respect to such breach or default.

D. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, or understandings applicable to the matters contained herein, and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representation or agreements whether oral or written. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

E. If any part of this Agreement shall be determined to be invalid or unenforceable by a court of competent jurisdiction or by any other legally constituted body having the jurisdiction to make such determination, the remainder of this Agreement shall remain in full force and effect provided that the part of this Agreement thus invalidated or declared unenforceable is not material to the intended operation of this Agreement.

F. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue of any judicial proceedings arising out of this Agreement shall be in Leon County, Florida, or as otherwise agreed to by the parties.

G. This Agreement shall be effective upon execution by both parties and shall continue in effect and be binding on the parties until the PROJECT is completed and accepted and payment made by the DEPARTMENT.

IN WITNESS WHEREOF, the COUNTY has caused this Agreement to be executed in its behalf this 28th day of November, 2007, by the Chairman of the Board of Commissioners, authorized to enter into and execute same by Resolution Number 2007-210 of the Board on the 28th day of November, 2007, and the DEPARTMENT has executed this Agreement through its District Secretary for District Two, Florida Department of Transportation, this 20th day of December, 2007.

NASSAU COUNTY, FLORIDA

ATTEST AS TO VICE CHAIRMAN'S SIGNATURE:

[Signature]
ATTEST: _____ (SEAL)

[Signature]
BY: _____

JOHN A. CRAWFORD, CLERK EX-OFFICIO CLERK

VICE CHAIRMAN, BOARD OF COUNTY COMMISSIONERS
MICHAEL H. BOYLE

APPROVED AS TO FORM:

[Signature]
DAVID A. HALLMAN, COUNTY ATTORNEY

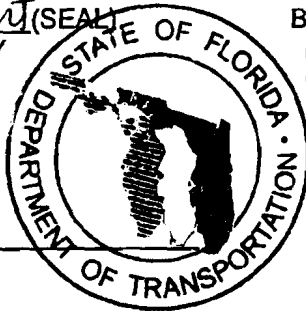
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

ATTEST: *[Signature]* (SEAL)
EXECUTIVE SECRETARY

[Signature]
BY: _____
DISTRICT SECRETARY
DISTRICT TWO

Legal Review:

[Signature]
GENERAL COUNSEL
DISTRICT TWO



Availability of Funds
Approval:

(Date)

Financial Project No.: 212604-2-58-01
Catalog of State Financial Assistance No.: 55009

EXHIBIT "A"
PROJECT DESCRIPTION AND RESPONSIBILITIES

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida Department of Transportation and the Nassau County Board of County Commissioners dated _____.

PROJECT LOCATION:

The project is referred to as the widening and resurfacing of Old Dixie Highway from US 1 to North of Callahan Middle School in Nassau County, Florida.

PROJECT DESCRIPTION:

The project consists of widening and resurfacing the existing roadway as follows:

- Development of design plans;
- Bid and award;
- Construction;
- Construction Engineering and Inspection; and
- Contingency - 10% for unforeseen work.

AGENCY RESPONSIBILITIES:

The Agency is required to provide a copy of the design plans for the Department's file.

If Right-of-Way activities become apparent, begin coordination with the Department at once.

The Department's maximum participation is not to exceed **\$248,676.00**

RESOLUTION NO. 2007- 210

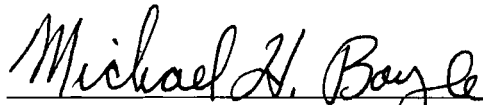
A RESOLUTION AUTHORIZING THE EXECUTION OF THE AGREEMENT BETWEEN THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AND THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA

WHEREAS, the Engineering Services Director has recommended that the Board of County Commissioners of Nassau County, Florida, execute an Agreement between the State of Florida Department of Transportation and Nassau County regarding the widening and resurfacing of Old Dixie Highway from US 1 to North of Callahan Middle School in Nassau County, Florida (Financial Project ID: 212604-2-58-01).

NOW, THEREFORE, BE IT RESOLVED, this 28th day of November, 2007, by the Board of County Commissioners of Nassau County, Florida as follows:

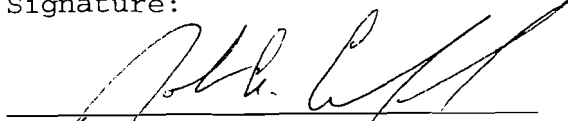
1. The County Agreement between the State of Florida, Department of Transportation and Nassau County, Financial Project ID: 212604-2-58-01 is hereby approved and the Chairman is authorized to execute said agreement.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA


~~JIM D. HIGGINBOTHAM~~ MICHAEL H. BOYLE
Its: ~~Chairman~~ VICE CHAIRMAN

A CERTIFIED TRUE COPY
John A. Crawford, Ex-Officio Clerk
By: Brenda L. Linnelle, D.C.
EX-OFFICIO, Clerk of the Board of County Comm.
Nassau County, Florida

Vice Chairman's
Attest as to Chairman's
Signature:



JOHN A. CRAWFORD
Its: Ex-Officio Clerk

Approved as to form by the
Nassau County Attorney:



DAVID A. HALLMAN

REVIEWED BY CENEKAKA
CHIEF DEPUTY COMPLIANCE / ACCOUNTABILITY

Gene Kruger DATE 4/29/07

Evans, Kimberly

From: Miller, Angela
Sent: Wednesday, December 19, 2007 7:41 AM
To: Evans, Kimberly
Subject: RE: DFOT Small County Outreach Agreement for Old Dixie Highway - Executed 11/28/07

This is fine. Just put a copy in the file.

Thanks.

Angela T. Miller
Senior Attorney
Florida Department of Transportation
1109 S. Marion Avenue
Lake City, FL 32025-5874
386.758.3777

From: Evans, Kimberly
Sent: Tuesday, December 18, 2007 4:28 PM
To: Miller, Angela
Subject: FW: DFOT Small County Outreach Agreement for Old Dixie Highway - Executed 11/28/07

Angela,

Would including this email in the agreement suffice?

Thanks for your help.

-kim

Kim Evans

JPA/LAP Coordinator
District PLEMO
386-961-7402
fax 386-758-3701
kimberly.evans@dot.state.fl.us

From: Charlotte Young [mailto:cyoung@nassaucountyfl.com]
Sent: Tuesday, December 18, 2007 4:21 PM
To: Evans, Kimberly
Cc: Connie Arthur; Joyce Bradley; Denise Swan
Subject: RE: DFOT Small County Outreach Agreement for Old Dixie Highway - Executed 11/28/07

It is the practice of Nassau County that in the absence of the Chairman, the Vice Chairman chairs the meeting and is authorized to sign all the required legal documents of said meeting.

If this statement is deemed insufficient in addressing the concerns of your legal department, please let me know and we will take other action based on their recommendation to resolve this issue.



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

1109 South Marion Avenue • MS 2014
Lake City, FL 32025-5874

STEPHANIE C. KOPELOUSOS
SECRETARY

December 21, 2007

The Honorable Jim B. Higginbotham, Chairman
Nassau County Board of County Commissioners
Post Office Box 456
Fernandina Beach, FL 23035

**Subject: Small County Outreach Program
REIMBURSEMENT AGREEMENT
Widening & Resurfacing of Old Dixie Highway
From US 1 to North of Callahan Middle School
Financial Project ID: 212604-2-58-01**

Dear Chairman Higginbotham:

Enclosed for your files is a fully executed copy of the Reimbursement Agreement to widen & resurfacing Old Dixie Highway from US 1 to North of Callahan Middle School in Nassau County. This Agreement details the terms and conditions for construction of the subject improvements which Nassau County will undertake. This letter serves as your **Notice to Proceed**. The contract beginning date is December 20, 2007 with an ending date of December 31, 2009. Any work performed prior to December 20, 2007 is not eligible for reimbursement.

Please submit a set of plans and proposed advertisement to the Department for approval prior to advertising for construction services. After bids are opened submit the Engineer's Estimate and the Bid of the Apparent Lowest, Responsive Bidder for the Department's concurrence and recommendation of award.

To expedite reimbursement, invoices should be sent directly to Ms. Kim Evans at 1109 South Marion Avenue, Lake City, Florida, 32025-5874. Invoices should be submitted in detail sufficient for a proper pre-audit and post-audit. Please remember that Nassau County is responsible for bearing all expenses in excess of the amount the Department agrees to participate (\$248,676.00). Should you have questions or need additional information, I can be reached at 1-800-749-2967, Extension 7745.

Sincerely,

Katrina Sadler
Planning Program Administrator

KS:ke
Enclosures

CC: Mr. Douglas Seaman, Public Works Director
Ms. Linda Green, District Financial Services Administrator
Ms. Leena Patil, District Work Program Administrator