

2019 FL Audit 3 Review Schedule

Time Frame:			
Activity	Team Member	Task Start Date	Task End Date
Hold kick off meeting with FDOT (develop agenda for meet, request status on non-compliant observation response)	Sullivan/Lopez/Lopez-Cruz	4/1/19	4/1/19
Provide FDOT list of audit members per MOU Section 11.1.1 at the kick off meeting	Sullivan	4/1/19	4/1/19
Conduct Online SWEPT training with Team and hold FDOT/Audit Team Virtual Meet and Greet	FDOT	5/1/19	5/1/19
Provide access to project universe; (period covered is 5/1/18 – 4/30/19) and Focus Area projects from 12/14/2016 to 4/30/2019)	FDOT	5/1/19	5/1/19
Send PAIR to FDOT	Sullivan	6/21/19	6/21/19
Meet with FDOT and provide initial non-compliant projects and comments	Sullivan/Lopez/Lopez-Cruz	7/22/19	7/22/19
FDOT reviews projects and provides documentation as needed to change status of non-compliant observations.	FDOT	7/23/19	8/20/19
FDOT responds to pre-audit information request (PAIR)	FDOT	8/23/19	8/23/19
FDOT Provides Self-Assessment Summary	FDOT	8/23/19	8/23/19
Provide Materials to FDOT for Site Visit (interviewee positions and names, and interview schedule)	Sullivan	9/9/19	9/9/19
Conduct Site Visits and Interviews	Audit Team	9/23/19	9/24/19
Conduct Close-out meeting with FDOT (~0830 hrs)	Audit Team (as travel allows)	9/27/19	9/27/19
Provide Draft Report to FDOT for 14 –day review (Follow-up meeting if needed)	Sullivan	11/6/19	11/6/19
FDOT provides comments on Draft Final Report to FHWA	FDOT	11/7/19	11/21/19
Publish report in FR	Lopez-Cruz	12/31/19	1/31/20
Public comment period	Lopez-Cruz/Sullivan	1/31/20	2/28/20
Publish final report in FR (180 days from Sept 23 is March 21, 2020)	Lopez-Cruz	3/10/20	3/21/20

Legend

Pink	Related to Audit Kickoff
Light Blue	Related to Project File Review Component
Yellow	Related to PAIR Component
Green	Related to FDOT's Self Assessment
Light Yellow	Related to the Site Visit
Grey	Related to the Report Development

Team Members:			
Name	Title, Office	Role	Sub-Team
Karen Brunelle	Dir, Proj Develop, FL Div	Team Sponsor, Sub-team Lead	Legal Sufficiency
Joseph Sullivan	Env Specialist, FL Div	Team Co-Leader, Sub-team Lead	Documentation
Jorge Rivera	Transp Engineer, FL Div	Sub-team Lead	QA/QC
Luis Lopez	Sr. Env Specialist, FL Div	Team Co-Leader, Sub-team Lead	Training/Performance Measures
Marisel Lopez-Cruz	Env. Specialist, HEPE	Team Co-Leader, Sub-team Lead	Program Management
Owen Lindauer	Env. Specialist, HEPE	Team member	Training/Performance Measures
Cathy Kendall	Planning Team Lead, FL Div	Team member	QA/QC
Mark Clasgens	Transp Engineer, FL Div	Team member	Documentation
Gloria Hardiman-Tobin*	HCC-SO, Legal Staff	Team member	Legal Sufficiency
Tom Bruechert	Env Coordinator, Tx Div	Team member	Program Management
Michele Palicka	Resource Center	Team member	Program Management

*Scott Jones, HCC-SO, is an alternate Legal Staff participant.