



*Florida Department of Transportation*

**RICK SCOTT**  
GOVERNOR

801 North Broadway Avenue  
Bartow, FL 33830

**MIKE DEW**  
SECRETARY

November 28, 2017

Manatee County Board of County Commissioners  
Mr. Edrick Sweeting  
2411 Tallevast Road  
Sarasota, FL 34243

RE: NOTICE OF GRANT AWARD: FFY 2017/YEAR 42 (SFY 2017/2018)  
FEDERAL TRANSIT ADMINISTRATION SECTION 5310, "ENHANCED MOBILITY OF SENIORS AND  
INDIVIDUALS WITH DISABILITIES" PROGRAM

Dear Mr. Edrick Sweeting:

Congratulations! The Florida Department of Transportation, District One has selected Manatee County Board of County Commissioners as a State Fiscal Year 2017/2018 grant award recipient under the Federal Transit Administration Section 5310, "Enhanced Mobility of Seniors and Individuals with Disabilities" Program. This award is based on your agency's application for federal assistance which was due to the Department on or before January 13, 2017. The Department is fully funding Manatee County Board of County Commissioners' request with the understanding that the Federal Fiscal Year 2017 Section 5310 Program of Projects has been awarded by FTA. Your agency will be responsible to provide a 10% local match towards the total project cost. If actual costs are greater than the estimated total cost, it will be the responsibility of your agency to provide the difference. If actual costs are less than the estimated total cost, the difference will remain in the Department's general program fund and will be used to advance any remaining grant requests.

The Department's grant application review committee encountered a challenging task ranking applications and selecting grant award recipients this cycle due to limited funding and meritorious applications. Department staff and the community representative who served on the grant application committee followed grant award criteria.

This letter contains important information that your agency's staff should be aware of:

1. The Notice of Grant Award is enclosed. It contains the capital equipment description and specific amount awarded to your agency. An authorized local grantee signatory must expeditiously sign and return to me the Acceptance of Grant Award form in order for the grant award process to be completed. Please mail the form to 801 North Broadway Avenue; MS1-39; Bartow, Florida 33830.
2. Your agency's project must be listed in the Metropolitan Planning Organization's (MPO) Transportation Improvement Program (TIP) if your agency is in an Urbanized Area. The Department is also notifying the MPO of your Agency's award. Please be sure to coordinate with your local MPO representative on this requirement.
3. Please review the requirements "a" through "j" on the attached notice of grant award document. It contains important grant requirements and due dates.
4. Orders should be placed as soon as possible. If vehicles or equipment are not ordered on or before **May 15, 2018**, the Department reserves the right to withdraw this Award by a written letter to the Agency.

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Should you have any questions, please feel free to contact Ms. Pamela Barr, the District One program coordinator for the Federal Transit Administration Section 5310 Program, at (239) 225-1972 or [pamela.barr@dot.state.fl.us](mailto:pamela.barr@dot.state.fl.us).

Sincerely,



Paul A. Simmons  
District Modal Development Administrator

PAS/jnd  
Enclosure

cc: David Hutchinson, Sarasota/Manatee County Metropolitan Planning Organization  
Colleen McGue, Sarasota/Manatee County Metropolitan Planning Organization  
Lazara Stinnette, Center for Urban Transportation Research  
Michelle S. Peronto, Florida Department of Transportation  
Pamela Barr, Florida Department of Transportation  
Jesten Abraham, Florida Department of Transportation

## NOTICE OF FTA SECTION 5310 GRANT AWARD / FL-16-0042, SFY 2017/18

Based on the Agency's Application for Federal Assistance under 49 U.S.C. Section 5310, which was due to the Department on or before January 13, 2017 and is on file at the Florida Department of Transportation, District One, 801 North Broadway Avenue, Bartow, Florida 33830 offices, the Department hereby makes the following grant award under the 49 U.S.C. Section 5310 Program to:

| <b>Manatee County Board of County Commissioners</b><br>2411 Tallevast Road<br>Sarasota FL 34243<br>As of November 28, 2017 |                      |                       |                     |                                  |
|--|----------------------|-----------------------|---------------------|----------------------------------|
| Description  | Estimated Total 100% | Estimated Federal 80% | Estimated State 10% | Estimated Applicant or Local 10% |
| (2) 21' buses  | \$182,892.00         | \$146,313.00          | \$18,289.00         | \$18,290.00                      |
| (1) High top van   | \$72,486.00          | \$57,989.00           | \$7,248.00          | \$7,249.00                       |
| <b>TOTAL</b>   | <b>\$255,378.00</b>  | <b>\$204,302.00</b>   | <b>\$25,537.00</b>  | <b>\$25,539.00</b>               |

|   |                |
|---|----------------|
| Financial Management Number:                | 435210-1-93-34 |
| Federal Award Identification Number (FAIN): | 1001-2017-9    |

### ACCEPTANCE OF GRANT AWARD

(To be signed by the recipient and returned to the FDOT District Office)

**The undersigned accepts the above-described award and:**

- a) The Recipient reaffirms its assurances to FTA and FDOT as stated in Exhibits E, F, and G of its application.
- b) The Recipient agrees to use and maintain the grant awarded equipment in accordance with the federal and state program requirements, and for the services described, in its approved application.
- c) The Recipient agrees to comply with all applicable civil rights statutes and implementing regulations.
- d) The Recipient agrees to contact the FDOT Contractor, Lazara Stinnette, at the Center for Urban Transportation Research, Florida Transit Research Inspection and Procurement Services (TRIPS) at 813-974-0695 to arrange purchase of the above items. This purchase will follow the Department's **Guidelines for Acquiring Vehicles**.
- e) The Recipient must do the following **PRIOR** to the purchase of equipment:
  - 1) Follow FDOT procurement guidance by completing the appropriate third party checklist in accordance with the procurement threshold
  - 2) Have it approved by the Department's Transit Project Coordinator
  - 3) The Recipient may now make purchase
  - 4) Compile documents: approved third party check list, invoice(s), proof of payment, and agency invoice to Department
  - 5) Send all documents to Lazara to request reimbursement
- f) The Recipient **MUST** request purchase of the vehicles/equipment on or before **May 15, 2018**.
- g) The Recipient agrees to submit the local matching funds when requested to do so.
- h) The Recipient, if it is not a CTC, agrees to submit its Annual Operating Report (AOR) data to the CTC as requested.
- i) The Recipient will forward a copy of its maintenance plan to Ms. Barr by December 31, 2018 if you have not already done so.
- j) The Recipient will furnish proof of insurance for the vehicle(s) to Ms. Barr, listing FDOT District One as first Lien Holder and an additional insured, upon receipt of the vehicle.

**SPECIAL CONSIDERATIONS:**

**E-Verify**

**Vendors/Contractors:**

1. Shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract; and
2. Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

**Single Audit Information**

1. Please note this award is for a passenger vehicle(s) and/or other capital equipment/costs. The value of the federal award should be considered as non-cash assistance. A non-Federal entity as defined by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and 2 CFR Part 200, thereafter, as a Subrecipient of this Federal award, may be subject to the audit requirements established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and 2 CFR Part 200, thereafter. In determining Federal awards expended in a fiscal year, the non-Federal entity must consider all sources of Federal awards, including non-cash contributions.

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AGENCY: Manatee County Board of County Commissioners/MCAT  
(Name)

Accepted by: \_\_\_\_\_ Date 01/09/2018  
(Signature)

Typed Name and Title: Priscilla Trace, Chairperson

Agency Federal Employment Identification Number: 59-6000727

Agency Fiscal Year: Fiscal Year 10/01/17 - 09/30/18

DUNS Number: 9304319370000

**FLORIDA DEPARTMENT OF TRANSPORTATION**

Award Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name and Title: Paul A. Simmons  
District Modal Development Administrator

**EXHIBIT 1**  
*Federal Financial Assistance*

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:**

**CFDA No.:** 20.513  
**CFDA Title:** Enhanced Mobility of Seniors and Individuals with Disabilities  
**CFDA Program Site:** [www.cfda.gov](http://www.cfda.gov)  
**Awarding Agency:** Florida Department of Transportation  
**Award Amount:** *\*refer to the Vehicle/Equipment delivery notice package for actual purchase price\**  
**Research & Development:** Not Applicable  
**Indirect Cost Rate:** Not Applicable

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING AUDIT REQUIREMENTS:**

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards

[www.ecfr.gov](http://www.ecfr.gov)

OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*

[www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)

OMB Circular A-133 Compliance Supplement

[www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)

**FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:**

OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*

[www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)

OMB Circular A-110, *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations*

[www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars)

49 USC 5310: Formula Grants for the Enhanced Mobility of Seniors and Individuals With Disabilities

<http://uscode.house.gov/browse.xhtml>

FTA Circular 9070.1G: Enhanced Mobility of Seniors and Individuals With Disabilities Program Guidance and Application Instructions

[www.fta.dot.gov/legislation\\_law/12349.html](http://www.fta.dot.gov/legislation_law/12349.html)

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)

[www.fsr.gov](http://www.fsr.gov)

## **EXHIBIT 2**

### ***Single Audit Requirements***

The administration of resources awarded through the Florida Department of Transportation (Department) to the Subrecipient may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or limit the authority of any State agency inspector general, the State of Florida Auditor General or any other State official. The Subrecipient shall comply with all audit and audit reporting requirements as specified below.

- a. In addition to reviews of audits conducted in accordance with OMB Circular A-133, for fiscal years beginning before December 26, 2014, and in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided through the Department by this Award. By accepting this Award, the Subrecipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO) or State of Florida Auditor General.
- b. The Subrecipient, a non-Federal entity as defined by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and as defined by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, as a subrecipient of a Federal award awarded through the Department, is subject to the following requirements:
  - i. In the event the Subrecipient expends a total amount of Federal awards equal to or in excess of the threshold established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and established by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, the Subrecipient must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of OMB Circular A-133, for fiscal years beginning before December 26, 2014, and in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014. **Exhibit 1** to this Agreement provides the required Federal award identification information needed by the Subrecipient to further comply with the requirements of OMB Circular A-133, for fiscal years beginning before December 26, 2014, and the requirements of 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014. In determining Federal awards expended in a fiscal year, the Subrecipient must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided as noncash assistance through the Department by this Award. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and established by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014. An audit conducted by the State of Florida Auditor General in accordance with the provisions of OMB Circular A-133, for fiscal years beginning before December 26, 2014, and in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, will meet the requirements of this part.

- ii. In connection with the audit requirements, the Subrecipient shall fulfill the requirements relative to the auditee responsibilities as provided in OMB Circular A-133, for fiscal years beginning before December 26, 2014, and as provided in 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014.
- iii. In the event the Subrecipient expends less than the threshold established by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and established by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, in Federal awards, the Subrecipient is exempt from Federal audit requirements for that fiscal year. However, the Subrecipient must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the Subrecipient’s audit period for each applicable audit year.
- iv. The Subrecipient must electronically submit to the Federal Audit Clearinghouse (FAC) at <https://harvester.census.gov/facweb/> the audit reporting package as required by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and as required by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, and this Award. However, the Department requires a copy of the audit reporting package also be submitted to [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period as required by OMB Circular A-133, for fiscal years beginning before December 26, 2014, and as required by 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014.
- v. Upon receipt, and within six months, the Department will review the Subrecipient’s audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Award. If the Subrecipient fails to have an audit conducted in accordance with OMB Circular A-133, for fiscal years beginning before December 26, 2014, and in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, for fiscal years beginning on or after December 26, 2014, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance.
- vi. As a condition of receiving this Federal award, the Subrecipient shall permit the Department, or its designee, the CFO or State of Florida Auditor General access to the Subrecipient’s records including financial statements, the independent auditor’s working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department’s contact information for requirements under this part is as follows:

Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, Florida 32399-0450

- c. The Subrecipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department, or its designee, the CFO or State of Florida Auditor General access to such records upon request. The Subrecipient shall ensure that the audit working papers are made available to the Department, or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Department.