



Florida Department of Transportation

RON DESANTIS
GOVERNOR

801 N. Broadway Avenue
Bartow, FL 33830

KEVIN J. THIBAUT, P.E.
SECRETARY

October 23, 2019

Mr. William Steele
Manatee County Board of County Commissioners / Manatee County Area Transit
2411 Tallevast Road
Sarasota, FL 34243

RE: Notice of GRANT AWARD (NOGA): Federal Fiscal Year (FFY) 2019/Year 44, State Fiscal Year (SFY) 2019/2020 FEDERAL TRANSIT ADMINISTRATION (FTA) Section 5310, "Enhanced Mobility of Seniors and Individuals with Disabilities" PROGRAM

Dear Mr. Steele:

Congratulations! The Florida Department of Transportation, District One (Department) has selected Manatee County Board of County Commissioners / Manatee County Area Transit as a State Fiscal Year 2019/2020 grant award recipient under the FTA 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 2, 2019. The Department is partially funding Manatee County Board of County Commissioners/Manatee County Area Transit's request with the understanding that the FFY 2019 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 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 **April 15, 2020**, the Department reserves the right to withdraw this Award by a written letter to the Agency.

Should you have any questions, please feel free to contact Dale Hanson, the District One Transit Projects Coordinator for your Agency, at (863) 519-2321 or Dale.Hanson@dot.state.fl.us.

Sincerely,



Michelle S. Peronto
District Transit Programs Administrator

MSP/mbf
Enclosure

cc: Edrick Sweeting, Manatee County
Ryan Suarez, Manatee County
David Hutchinson, Sarasota-Manatee MPO
Corinne Tucker, Sarasota-Manatee MPO
Rachel McClain, Sarasota-Manatee MPO
Lazarra Stinnette, CUTR
Kelley Fernandez, FDOT
Dale Hanson, FDOT
Jesten Abraham, FDOT



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NOTICE OF FTA SECTION 5310 GRANT AWARD FL-16-0044 / SFY 2019/2020

Based on the Agency's Application for Federal Assistance under 49 U.S.C. Section 5310, "Enhanced Mobility of Seniors and Individuals with Disabilities" program, which was due to the Florida Department of Transportation (FDOT), District One Modal Development Office (Department) on or before January 2, 2019 and is on file at the FDOT, District One, 801 North Broadway Avenue, Bartow, Florida 33830 offices, the Department hereby makes the following federal grant award under the 49 U.S.C. Section 5310 Program to:

Manatee County Board of County Commissioners / Manatee County Area Transit (Subrecipient) Sarasota/Bradenton UZA 2411 Tallevast Road, Sarasota, FL 34243				
Description	Estimated Total 100%	Estimated Federal 80%	Estimated State 10%	Estimated Local 10%
(2) 29' Buses	\$257,066.00	\$205,653.00	\$25,706.00	\$25,707.00
(1) 24' Bus	\$86,710.00	\$69,368.00	\$8,671.00	\$8,671.00
TOTAL	\$343,776.00	\$275,021.00	\$34,377.00	\$34,378.00

Financial Management Number:	435210-1-93-36			
Federal Award Identification Number (FAIN):	Temp. No.	1001-2019-3	* Perm No.	
Agency's DUNS Number	930431937			
Agency's Federal Employee Identification No. (FEIN)	59-6000727			
Agency's Fiscal Year	October to September			<i>(month to month)</i>

* Permanent FAIN number will be assigned to this award after its execution and will be copied to Subrecipient.

ACCEPTANCE OF GRANT AWARD

The undersigned accepts the above-described award and:

- The Subrecipient reaffirms its assurances to Federal Transit Administration (FTA) and FDOT as stated in Exhibits I, L, and M of its application.
- The Subrecipient 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.
- The Subrecipient agrees to comply with all applicable civil rights statutes and implementing regulations.
- The Subrecipient agrees to contact the FDOT Contractor, Lazara Stinnette, at the Center for Urban Transportation Research (CUTR), 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 and Equipment**.
- The Subrecipient must do the following **PRIOR** to the purchase of **EQUIPMENT**:
 - Follow FDOT Procurement Guidance for Transit Agencies manual, as amended, and complete the appropriate Third-Party Checklist in accordance with the procurement threshold, as outlined in the Introduction, and submit to your FDOT Transit Projects Coordinator for review.
 - Once the Agency has received an approved Third-Party Procurement Checklist from their FDOT Transit Projects Coordinator, they can purchase equipment.
 - For reimbursement from the Department, provide a Reimbursement Invoice, an Agency Invoice, approved Third-Party Procurement Checklist and proof of purchase and payment (such as merchant receipt) to your FDOT Transit Projects Coordinator.

- 4) Send all documents to your FDOT Transit Projects Coordinator on or before **April 15th**, for review, approval, and signature. The FDOT Transit Projects Coordinator will then forward approval to Lazara with CUTR to request reimbursement.
- f) The Subrecipient MUST request purchase of the **VEHICLES** on or before **April 15, 2020**.
- g) The Subrecipient agrees to submit the local matching funds when requested to do so.
- h) The Subrecipient, if it is not a Community Transportation Coordinator (CTC), agrees to submit its Annual Operating Report (AOR) data to the CTC as requested.
- i) The Subrecipient will forward a copy of its maintenance plan as outlined in their Transportation Operating Plan (TOP) or System Safety Program Plan (SSPP) to Ms. Dale Hanson within 30 days of receiving the vehicle, if you have not already done so.
- j) The Subrecipient is required to insure the vehicles. The Department shall be named as "certificate holder" on the insurance policy throughout the time period the Department is the only lien holder. The Subrecipient shall be required to submit proof of insurance showing minimum coverage and the Department listed as "certificate holder" within 30 days of receiving the vehicle and provide proof of insurance yearly.

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 recipient 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.

To be signed by the Subrecipient and returned to the FDOT District One Office

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

Accepted by: _____ Date _____
(Signature)

Typed Name and Title: Chad Butzow, P.E., Director of Public Works

FLORIDA DEPARTMENT OF TRANSPORTATION

Award Approved by: _____ Federal Award 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
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

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

49 USC 5310: Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities
<http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title49-section5310&num=0&edition=prelim>

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

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
www.fsr.gov

EXHIBIT 2

Single Audit Requirements

The administration of resources awarded through the Department to the Subrecipient by this Agreement 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 2 CFR Part 200, Subpart F – Audit Requirements, 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 Agreement. By entering into this Agreement, 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 2 CFR Part 200, Subpart F – Audit Requirements, as a recipient of a Federal award awarded by the Department through this Agreement 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 2 CFR Part 200, Subpart F – Audit Requirements, the Subrecipient must have a Federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit 1** to this Agreement provides the required Federal award identification information needed by the Subrecipient to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. 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 through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, 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 2 CFR Part 200, Subpart F – Audit Requirements.
 - iii. In the event the Subrecipient expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, 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 no later than nine months after the end of the Subrecipient's audit period for each applicable audit year. In the event the Subrecipient expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from the Subrecipient's resources obtained from other than Federal entities).

- 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 2 CFR Part 200, Subpart F – Audit Requirements, 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 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to 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 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review 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 Agreement. If the Subrecipient fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, 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, which actions may include but not be limited to the following:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
 - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the Federal award;
 - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
 - 5. Withhold further Federal awards for the Project or program;
 - 6. Take other remedies that may be legally available.
- 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
FDOTSingleAudit@dot.state.fl.us

- 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.