

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CORRESPONDENCE REVIEW ROUTING SHEET050-010-01
SECRETARY
11/22**REQUEST FOR PUBLIC TRANSPORTATION GRANT AGREEMENT (PTGA) – AMENDMENT**

FM# 439255-6-94-22

Vendor Name: City of Key West

Vendor ID Number: F596000346014

State Funding Amount: \$0

Local Funding Amount: \$0

Federal Funding Amount: \$70,000

Total Grant Amount: \$70,000

Grant Expiration Date: 10/01/2026

Reviewers Questions:

Task Description: The purpose of Amendment 1 is to revise the vehicle type the City will order, and the purpose of Amendment 2 is to extend the PTGA end date to October 1, 2026.

Originator: Malahia Kirkley Phone:850-414-4120

Date:11/14/2025

	Reviewed by:	Init.	Date
1.	FDOT Transit Grant Admin	DS ES	11/14/2025 2:36 PM EST
2.	Transit Agency		
3.	Legal Review	DS GJ Initial	11/14/2025 4:36 PM EST
4.	Chief Strategy Officer	DF	11/18/2025 11:55 AM EST

AMENDMENT TO THE PUBLIC TRANSPORTATION
GRANT AGREEMENT

Financial Project Number(s): (item-segment-phase-sequence) 439255-6-94-22	Fund(s):	DU	FLAIR Category:	088774	
	Work Activity Code/Function:	215	Object Code:	780000	
	Federal Number/Federal Award Identification Number (FAIN) – Transit only:	FL-2024- 061	Org. Code:	55301000943	
Contract Number:	G2X82	Federal Award Date:	9/11/2024	Amendment No.:	1
CFDA Number:	20.526	SAM/UEI Number:	WU3HVNKJNKX1		
CFDA Title:	Section 5339: Rural Bus & Facilities				
CSFA Number:	N/A				
CSFA Title:	N/A				

THIS AMENDMENT TO THE PUBLIC TRANSPORTATION GRANT AGREEMENT ("Amendment") is made and entered into on 11/18/2025 | 11:55 AM EST, by and between the State of Florida, Department of Transportation ("Department"), and City of Key West - Department of Transportation, ("Agency"), collectively referred to as the "Parties."

RECITALS

WHEREAS, the Department and the Agency on 6/12/2024 (date original Agreement entered) entered into a Public Transportation Grant Agreement ("Agreement").

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. **Amendment Description.** The project is amended Change the project scope from (1) Replacement Van to (Up to 2) Support Vehicles

2. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

- Aviation
- Seaports
- Transit
- Intermodal
- Rail Crossing Closure
- Match to Direct Federal Funding (Aviation or Transit)
 - (Note: Section 15 and Exhibit G do not apply to federally matched funding)
- Other

3. **Exhibits.** The following Exhibits are updated, attached, and incorporated into this Agreement:

- Exhibit A: Project Description and Responsibilities
- Exhibit B: Schedule of Financial Assistance
- *Exhibit B1: Deferred Reimbursement Financial Provisions
- *Exhibit B2: Advance Payment Financial Provisions
- *Exhibit C: Terms and Conditions of Construction
- Exhibit D: Agency Resolution
- Exhibit E: Program Specific Terms and Conditions
- Exhibit F: Contract Payment Requirements
- *Exhibit G: Financial Assistance (Single Audit Act)
- Exhibit H: Audit Requirements for Awards of Federal Financial Assistance

AMENDMENT TO THE PUBLIC TRANSPORTATION
GRANT AGREEMENT

*Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor
 *Additional Exhibit(s):

4. Project Cost.

The estimated total cost of the Project is increased/ decreased by \$0 bringing the revised total cost of the project to **\$70,000**.

The Department's participation is increased/ decreased by . The Department agrees to participate in the Project cost up to the maximum amount of **\$70,000**, and, additionally the Department's participation in the Project shall not exceed 100.00% of the total eligible cost of the Project.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the day and year written above.

AGENCY City of Key West -
Department of Transportation

By: Brian L. Barroso
 Name: Brian L. Barroso
 Title: City Manager

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

Signed by:
 By: Dan Fitz-Patrick
 Name: Dan Fitz-Patrick
 Title: Chief Strategy Officer

Reviewed for Legal Sufficiency:

KM

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

Legal Review: _____

DocuSigned by:
 By: Giselle Justo
 Name: Giselle Justo
 Title: Legal Counsel

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS

Form 725-000-02
 STRATEGIC
 DEVELOPMENT
 OGC 10/25

EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): This agreement provides FTA Section 5339 capital funds for the capital purchase as identified in the Agency's application on file with the Department.

B. Project Location (limits, city, county, map): City of Key West - Department of Transportation/Key West, FL/Monroe

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): This agreement provides Federal Transit Administration (FTA) Section 5339 Capital Assistance related to purchasing the capital equipment listed below in the amount not to exceed that identified in Exhibit B of the agreement or as amended.

(Up to 2) Support Vehicles

The agency is responsible for purchasing the awarded equipment in accordance with the Procurement Guidance for Transit Agencies Handbook. If the procurement procedures in this handbook are not followed, the agency will not be eligible for reimbursement.

The agency will also provide procurement documentation prior to the purchase of project equipment and will submit to the Department documentation of purchase, delivery, and/or installation for all items.

The match for this agreement is being covered by Toll Revenue Credits (TRCs). However, if actual costs are greater than the estimated total cost, it will be the responsibility of the 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 agency will ensure that Exhibit I – Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor is fully completed and provided to the Department in accordance with the provisions detailed in Exhibit I.

D. Deliverable(s): The agency will provide appropriate documentation to support the costs being billed.

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to): Any costs not specifically outlined in the project description and scope will not be eligible for reimbursement.

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.

**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION
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EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/ CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
439255-6-94-22	DU	088774	2023	780000	20.526	Bus and Bus Facilities	\$70,000.00
Total Financial Assistance							\$70,000.00

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Environmental/Design/Construction	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Capital Equipment/ Preventative Maintenance	\$0.00	\$0.00	\$70,000.00	\$70,000.00	0.00	0.00	100.00
Match to Direct Federal Funding	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Mobility Management (Transit Only)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Totals	\$0.00	\$0.00	\$70,000.00	\$70,000.00			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

Scope Code and/or Activity Line Item (ALI) (Transit Only)	(2)111; 11.12.15
Common Name/UZA Name (Transit Only)	

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Erin Schepers

Department Grant Manager Name


Erin Schepers
04274200000845B...

11/14/2025 | 2:36 PM EST

Signature

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS

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EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

RESOLUTION NO. 25-330

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE ATTACHED AMENDMENT 1, CHANGING THE PROJECT SCOPE FROM ONE REPLACEMENT VAN TO UP TO TWO SUPPORT VEHICLES, AND AMENDMENT 2, EXTENDING THE EXPIRATION DATE TO OCTOBER 1, 2026, OF THE "PUBLIC TRANSPORTATION GRANT AGREEMENT" (PTGA) #G2X82, BETWEEN THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) AND THE CITY OF KEY WEST FOR SFY2024 FTA SECTION 5339 RURAL BUS AND BUS FACILITY CAPITAL FUNDS; AUTHORIZING THE CITY MANAGER TO EXECUTE NECESSARY DOCUMENTS, BUDGET TRANSFERS, ADJUSTMENTS OR AMENDMENTS, UPON CONSENT OF THE CITY ATTORNEY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in Resolution 24-129, the City Commission approved to PTGA #G2X82 to purchase service vehicle; and

WHEREAS, funding through the FDOT Section 5339 Rural Bus and Bus Facility Capital funds, provides Capital assistance for the purchase of support equipment for buses and transit facilities; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the attached and incorporated herein, Amendment 1, changing the project scope from one (1) replacement van to up to two (2) support vehicles, and Amendment 2, extending the expiration date to October 1, 2026, of the "Public Transportation Grant Agreement" PTGA #G2X82,

between FDOT and the City of Key West, for Section 5339 Rural Bus and Bus Facility Capital funds, are hereby approved.

Section 2: That the City Manager is authorized to effectuate any necessary budget transfers, adjustments or amendments in accordance with such grant, and to execute any necessary documents, upon consent of the City Attorney.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

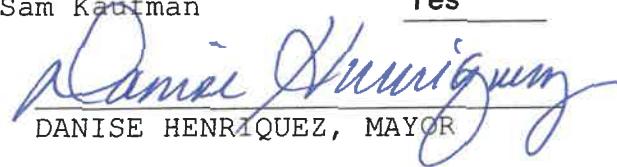
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Passed and adopted by the City Commission at a meeting
held this 5th day of November, 2025.

Authenticated by the Presiding Officer and Clerk of the
Commission on the 5th day of November, 2025.

Filed with the Clerk on November 5th, 2025.

Mayor Danise Henriquez	<u>Yes</u>
Vice Mayor Donald "Donie" Lee	<u>Yes</u>
Commissioner Lissette Carey	<u>Yes</u>
Commissioner Aaron Castillo	<u>Yes</u>
Commissioner Monica Haskell	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>


DANISE HENRIQUEZ, MAYOR

ATTEST.


KERI O'BRIEN, CITY CLERK

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION
GRANT AGREEMENT EXHIBITS

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EXHIBIT H

AUDIT REQUIREMENTS FOR AWARDS OF FEDERAL FINANCIAL ASSISTANCE

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.526

CFDA Title: Section 5339: Rural Bus & Facilities

***Award Amount:** \$70,000

Awarding Agency: Florida Department of Transportation

Indirect Cost Rate: 0

****Award is for R&D:** No

*The federal award amount may change with amendments

**Research and Development as defined at 2 CFR §200.87

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:

Title 23 – Highways, United States Code
<http://uscode.house.gov/browse.xhtml>

Title 49 – Transportation, United States Code
<http://uscode.house.gov/browse.xhtml>

Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58)
<https://www.congress.gov/117/bills/hr3684/BILLS-117hr3684enr.pdf>

Federal Highway Administration – Florida Division
www.fhwa.dot.gov/fldiv

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

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EXHIBIT I

CERTIFICATION OF DISBURSEMENT OF PAYMENT TO VEHICLE AND/OR EQUIPMENT VENDOR

DATE:

Agreement No (PTGA):

FM#: 439255-6-94-22

PART I: Agency Acknowledgement Section

City of Key West - Department of Transportation, as the "Agency" for the above referenced agreement, hereby certifies that 100% of the total payment _____ for _____ has been submitted to ___, on ___.

Agency's failure to certify or a falsification may impact future awards and may subject the person and/or entity making the false statement to any and all civil and criminal penalties available pursuant to applicable Federal and State Law.

Agency Authorized Official Name: _____

Agency Signature: _____

PART II: Vendor Acknowledgement Section

_____, having interest in the above referenced agreement has received 100% of its payment(s) for all equipment furnished under this agreement on ___ from City of Key West - Department of Transportation .

Vendor Authorized Official Name: _____

Vendor Signature: _____

Exhibit I – Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor will be initiated by FDOT through Docusign at the time payment from FDOT has been made to the Agency. The DocuSign will be routed to the Agency and the Vendor. Each party will acknowledge the certification where applicable and must be completed within 20 business days from Agency's receipt of payment from FDOT.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**AMENDMENT FOR EXTENSION OF PUBLIC
TRANSPORTATION GRANT AGREEMENT**

Form 725-000-04
STRATEGIC
DEVELOPMENT
OGC 02/19

DATE: 9/24/2025

TO: City of Key West - Department of Transportation

FROM: Erin Schepers, Grant Programs Administrator

SUBJECT: Time Extension

CONTRACT NUMBER: G2X82

AMENDMENT NUMBER: 2

FINANCIAL MANAGEMENT NUMBER: 439255-6-94-22

The Public Transportation Grant Agreement ("Agreement") between the Florida Department of Transportation ("Department") and City of Key West - Department of Transportation ("Agency"), dated 6/12/2024, is scheduled to expire on the 24 day of April, 2026.

The Agency requests an Amendment of the Agreement, to extend the end date of the Agreement to the 01 day of October, 2026, for additional time to complete the Project for the following reasons: A change in vehicle type, as referenced in Amendment 1, necessitates the placement of a new order, which requires additional time to complete..

The Department agrees to the requested extension of the Agreement. All of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on 11/18/2025 | 11:55 AM EST (to be completed by Department).

AGENCY City of Key West - Department of Transportation STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: Brian L. Barroso

Name: Brian L. Barroso

Title: City Manager

By: _____

Name: _____

Title: _____

Signed by:

Dan Fitz-Patrick

EBCCEDD8913E6488

Name: Dan Fitz-Patrick

Title: Chief Strategy Officer

Reviewed for Legal Sufficiency:



STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

DocuSigned by:

Giselle Justo

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