



**Florida Department of Transportation**

**RICK SCOTT  
GOVERNOR**

1000 NW 111 Avenue  
Miami, FL 33172-5800

**MICHAEL DEW  
SECRETARY**

November 15, 2017

**NOTICE OF GRANT AWARD FFY2017-FYR42 (2017-2018)  
SECTION 5339 - RURAL BUS AND BUS FACILITIES**

Congratulations, based on your application for federal assistance under the Federal Transit Administration's 49 U.S.C. Section 5339 Program, the Florida Department of Transportation (Department) hereby makes the following Federal Grant award to:

<b>Name of Entity:</b>	City of Key West DOT
<b>Address:</b>	5701 West College Road, Key West, FL 33040
<b>FEIN:</b>	59-1466709
<b>DUNS:</b>	0713138290000
<b>Entity's Fiscal Period (Start/End Date):</b>	Oct 1- Sep 30
<b>FM#:</b>	439255-6-94-14
<b>Federal Award ID Number (FAIN):</b>	1001-2017-19

Below are the *estimated*, not actual, project costs of your federal award:

Capital Item Description	Estimated Total Cost	Estimated Federal Share 80%	Estimated Toll Credits State Share 20%
See Attached Exhibit B	\$76,406	\$61,125	\$15,281

**APPROVED:  
FLORIDA DEPARTMENT OF TRANSPORTATION - DISTRICT SIX**

\_\_\_\_\_  
Mr. Raymond Freeman  
Public Transit Programs Administrator - District Six

\_\_\_\_\_  
Date

**The Department will purchase all vehicles awarded** to successful applicants according to the Department's *Guidelines for Acquiring Vehicles*.

**Purchases must be made before May 15, 2018**

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.

*Please contact the FDOT Contractor, Lazara Stinnette, at 813-974-0695 or [lstinnette@ctr.usf.edu](mailto:lstinnette@ctr.usf.edu) to arrange purchase of the above items.*

The value of this federal award for a passenger vehicle(s) and/or equipment should be considered noncash assistance. As a subrecipient of this federal award your Agency may be subject to the single audit requirements established by 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.

**Exhibit 1, Exhibit 2 and Exhibit 3** to this Notice of Grant Award provide the required federal award identification, information needed to comply with the single audit requirements and required procurement procedures. When determining amounts of federal awards expended in a fiscal year your Agency must consider all sources of federal awards, including noncash contributions.

---

### **ACCEPTANCE OF GRANT AWARD**

*--To be completed and signed by the agency or person authorized to accept Grant Awards. Please return to FDOT District Office Project Manager--*

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

\_\_\_\_\_ a. Reaffirms its assurances to FTA and FDOT as stated in Exhibits E, G, H and I of its application.

b. Requests purchase of the vehicles/equipment in \_\_\_\_\_ month / \_\_\_\_\_ year.

Agency: <b>Key West Transit</b>	
Accepted by: (Authorized Signature)	
Printed name:	
Title:	
Vendor No.: <b>F596000346014</b> (My Florida Marketplace)	
Date:	

# EXHIBIT 1

## *Federal Financial Assistance*

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

<b>CFDA No.:</b>	20.513
<b>CFDA Title:</b>	Enhanced Mobility of Seniors and Individuals with Disabilities
<b>CFDA Program Site:</b>	<a href="http://www.cfda.gov">www.cfda.gov</a>
<b>Awarding Agency:</b>	Florida Department of Transportation
<b>Award Amount:</b>	<i>*refer to the Vehicle/Equipment delivery notice package for actual purchase price*</i>
<b>Research &amp; Development:</b>	Not Applicable
<b>Indirect Cost Rate:</b>	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

## 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  
[FDOTSingleAudit@dot.state.fl.us](mailto: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.

# EXHIBIT 3

## *Procurement Process Overview*

This information is intended to provide guidance on the processes for procurements when using state and federal dollars. Procurements should be in accordance with Chapter 287, Florida Statutes (F.S.), Chapter 60A, Florida Administrative Code (F.A.C.) and the Federal Transit Administration (FTA) Best Practices Procurement Manual. Additionally, geographic preferences are prohibited when procurements involve federal funds [reference: 49 CFR 18.36 (c)(1)(2) and FTA C 4220.1F, Ch. VI, Section 2.a(4)(g)].

Third Party Contracts refer to a recipient's contract with a vendor or contractor, including procurement by purchase order or purchase by credit card, which is financed with Federal assistance awarded by FTA.

An agency should submit their procurement request to the District Representative for approval prior to completing the purchase. To complete the procurement request, the agency should follow these steps:

1. Determine the Funding Source (i.e. – federal, state, or local funds)
2. Determine type of procurement being requested (Examples are located in the Procurement Guidance for Transit Agencies Handbook)
  - Professional Services/Architectural Engineering Services
  - Operations/Management/Subrecipients
  - Rolling Stock
  - Construction
  - Materials and Supplies
  -
3. Determine level of procurement method
  - Micro Purchase – Procurements less than \$2,500
  - Small Purchases – Procurements greater than \$2,500 but less than \$35,000
  - Competitive Procurements – Procurements greater than \$35,000
  - Other methods listed in the Procurement Guidance for Transit Agencies Manual
  -
4. Ensure that all potential vendors/contractors will accept the applicable federal clauses that relate to the procurement.
5. Complete the Subrecipient Procurement Checklist.
6. Complete the appropriate third-party checklist from the Procurement Guidance for Transit Agencies Handbook. The checklist should notate where the applicable clause can be found in the supporting documentation.

For procurements that are categorized as a "Small Purchase", a sample Vendor Small Purchase letter is located in the Procurement Guidance for Transit Agencies Handbook. Agencies may utilize this letter as a template when third party agreements/contracts are necessary. This will ensure that the third party (vendor or contractor) accepts the applicable federal clauses.



# Exhibit B

## Proposed Project Description

The Section 5339 Capital Non-Urbanized Area funding allows the City of Key West the ability to purchase necessary equipment and / or support vehicles to continue operations of a fixed route public transit system that not only serves the citizens and visitors of Key West, but also up to MM 53.5, City of Marathon.

Key West Transit is currently operating at the New Transit Facility located at 5701 W College Road, Key West, FL. The new facility houses all transit administration, operations, and maintenance activities.

Key West Transit staff has had discussions as to the additional items needed for the New Transit. The items are as follows:

- Camera system for buses: \$4,700 / unit
- Hard drive for camera system: \$2,000
- Fareboxes: \$14,000
- Trim Unit: \$4,000
- Cashbox: (3) \$2,100
- Off board fare system/Fast Fare Farebox: \$17,000
- Odyssey Test Simulator: \$14,000
- Trim Diagnostic Kit: \$3,060

**Total: \$60,860**

Other items for *future* planning purchases are as follows but not in the order presented:

- Smaller support vehicles: \$35,000 to \$65,000
- Annunciators: \$3,000
- GPS/Real Time Passenger Information System (RTPIS): \$8,000
- IT Equipment (Varies): \$695 to \$2,000 – Printers, Desktops, Laptops, software, etc.
- Wheelchair ramps: \$8,357

Funding assistance and the purchase of necessary equipment will provide the transit employees' to perform their job duties in an efficient and effective manner.