



## Florida Department of Transportation

RICK SCOTT  
GOVERNOR

3400 West Commercial Boulevard  
Fort Lauderdale, FL 33309

MIKE DEW  
SECRETARY

September 17, 2018

### NOTICE OF GRANT AWARD FFY2018/YR43

#### SECTION 5310 SENIORS AND INDIVIDUALS WITH DISABILITIES CAPITAL ASSISTANCE PROGRAM

Congratulations, based on your application for Federal Assistance under the Federal Transit Administration's Section 5310 Program, the Florida Department of Transportation (Department) hereby makes the following Federal grant award to:

Name of Entity:	City Of Pembroke Pines
Address:	301 NW 103rd Avenue Pembroke Pines, FL 33026
FEIN:	59-0908106
DUNS:	244853100000
Entity's Fiscal Period (Start/End Date):	10/01 - 09/30/2018
FM#:	435210-4-93-15
Federal Award Identification Number (FAIN):	FL-2018-104-00
Federal Award Date:	9/17/2018

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

Capital Item Description	Estimated Total Cost	Estimated Federal Share 80%	Estimated State Share 10%	Estimated Local Share 10%
Two Freightliner Odyssey XL Lift, 16 Ambulatory Seats & 2 Wheelchair	\$ 285,840.00	\$ 228,672.00	\$ 28,584.00	\$ 28,584.00
Two Equipment (Compact GPS Tracker System, Radios, & REI Camera System)	\$ 850.00	\$ 680.00	\$ 85.00	\$ 85.00
Total	\$ 285,690.00	\$ 229,352.00	\$ 28,669.00	\$ 28,669.00

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

Date: 9/18/2018

Name and Title: Amie Goddeau, P.E., District Modal Development Administrator.

FDOT will purchase all vehicles awarded to successful applicants per FDOT's *Guidelines for Acquiring Vehicles*.

The agency is responsible for purchasing awarded equipment in accordance with the Procurement Guidance for Transit Agencies Handbook (overview in Exhibit 3). If the procurement procedures in



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this handbook are not followed, the agency will not be eligible for reimbursement.

*Initial Here to Acknowledge:* \_\_\_\_\_

The 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.

*Initial Here to Acknowledge:* \_\_\_\_\_

Please note: Vehicles or equipment must be ordered by May 15, 2019 from the FDOT Vehicle Purchasing Contractor, Center of Urban Transportation Research (CUTR). Contact Lazara Stinnette, at 813-974-0695 or [lstinnette@cutr.usf.edu](mailto:lstinnette@cutr.usf.edu) to arrange purchase of the above items. If vehicles or equipment are not ordered by May 15, 2019 the Department reserves the right to withdraw this Award by a written letter to the agency.

The value of this Federal award for a passenger vehicle(s) and/or equipment should be considered noncash assistance. As a sub-recipient 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** and **Exhibit 2** to this Notice of Grant Award provide the required Federal award identification and information needed to comply with the single audit requirements. When determining amounts of Federal awards expended in a fiscal year your Agency must consider all sources of Federal awards, including noncash contributions.

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### ACCEPTANCE OF GRANT AWARD

(To be completed and signed by the 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: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Please sign and return the first three original pages of this Award to:  
Florida Department of Transportation  
Office of Modal Development  
3400 W. Commercial Blvd.  
Fort Lauderdale, FL 33309-3421  
Attention Marie Dorismond

*The department provides its grant programs so that no person is denied benefits on the grounds of  
race, color, national origin, age, sex, religion, disability, or family status (49 CFR Part 21).*





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**EXHIBIT 1**

Federal Financial Assistance (Single Audit Act)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.:	20.513
CFDA Title:	ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES
Award Amount:	Refer to the Vehicle/Equipment delivery notice package for actual purchase price
Awarding Agency:	Florida Department of Transportation
Indirect Cost Rate:	Not Applicable
**Award is for R&D:	Not Applicable

\*\*Research and Development as defined at §200.87, 2 CFR Part 200

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)

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/browse.xhtml>

FTA Circular 9070.1G: Enhanced Mobility of Seniors and Individuals with Disabilities Program

[www.dot.state.fl.us](http://www.dot.state.fl.us)



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Guidance and Application Instructions

[FTA Circular 9070.1G](#)

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

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

EXHIBIT 2

[www.dot.state.fl.us](http://www.dot.state.fl.us)



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### Single Audit Requirements

The administration of resources awarded through the Department to City Of Pembroke Pines 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. City Of Pembroke Pines 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, City Of Pembroke Pines agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. City Of Pembroke Pines 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. City Of Pembroke Pines, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement is subject to the following requirements:
  - i. In the event City Of Pembroke Pines 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, City Of Pembroke Pines 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 City Of Pembroke Pines to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, City Of Pembroke Pines 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.





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- ii. In connection with the audit requirements, City Of Pembroke Pines shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.
- iii. In the event City Of Pembroke Pines expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, City Of Pembroke Pines is exempt from Federal audit requirements for that fiscal year. However, City Of Pembroke Pines 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 City Of Pembroke Pines's audit period for each applicable audit year. In the event City Of Pembroke Pines 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 City Of Pembroke Pines's resources obtained from other than Federal entities).
- iv. City Of Pembroke Pines 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](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 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 City Of Pembroke Pines'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 City Of Pembroke Pines 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:



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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, City Of Pembroke Pines shall permit the Department, or its designee, the CFO or State of Florida Auditor General access City Of Pembroke Pines'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. City Of Pembroke Pines 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. City Of Pembroke Pines 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.





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### 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/Sub-recipients
  - 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 sub-recipient Procurement Checklist



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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 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.