



# Florida Department of TRANSPORTATION

## Office of Inspector General Kristofer B. Sullivan, Inspector General

Audit Report No. 24I-002  
State Funded Grants

DocuSigned by:  
*Kristofer B. Sullivan*  
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June 18, 2025

### What We Did

The Office of Inspector General (OIG) conducted a review of the Florida Department of Transportation's (Department) compliance with Florida Statutes and Department policies for managing State Funded Grants. Our primary objective was to determine whether the Department has processes, procedures, and internal controls that ensure compliance with Florida Statutes and Department policies. We conducted this audit as part of the fiscal year (FY) 2023-24 audit plan.

### What We Found

**We determined** that the Department has established written policies, procedures, and guidance that comply with the requirements and applicable Florida Statutes.

**We determined** that the Department has internal controls for the management of State Funded Grants that comply with Florida Statutes and Department policies. Key internal controls include:

- Policies and Procedures;
- System Plans;
- Program Area Handbooks;
- Florida Certified Contract Manager training for contract and grant managers;
- Internal SharePoint sites and databases of the Department; and
- Transparency in financial and performance reporting for State Funded Grants data.

### What We Recommend

There are no recommendations for this audit engagement.

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## **BACKGROUND AND INTRODUCTION**

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The Florida Department of Transportation (Department) State Funded Grants program provided funding in fiscal year (FY) 2023-2024 across five divisions: Aviation, Seaport, Spaceport, Freight and Rail, and Public Transit. Each grant area is uniquely identified in the Catalog of State Financial Assistance. This audit focused solely on State Funded Grants; no federal funds were included in the scope of this review.

### **State-Funded Grant Program Areas**

The Department's Central Office sets policies, procedures, and financial management<sup>1</sup> guidelines for State Funded Grant programs. The District Offices manage program implementation, grant applications, award processes, disbursements, invoices, and sub-recipient monitoring.

The Department's Modal Development Office oversees program coordination and project development of the multimodal transportation system, with the following offices dedicated to each sector:

#### *Aviation Office*

The Aviation Office has one grant program that is funded by the State Transportation Trust Fund, which is supported by state tax revenue, fees, and interest. These sources help sustain airport planning and improvement, land acquisition, airport economic development, and aerospace transportation facilities.

#### *Freight and Rail Office*

The Freight and Rail Office has two grant programs:

1. South Florida Regional Transportation Authority Operating Assistance.
2. Rail Programs: Passenger Development, Capacity, and Crossing.

The Freight and Rail grants focus on the maintenance, safety, revitalization, and expansion of the rail system, including high-speed rail and magnetic levitation systems, to meet Florida's statewide mobility needs.

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<sup>1</sup> Per Subsection 20.23(3)(a), Florida Statutes.

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*Seaport Office*

The Seaport Office has two grant programs:

1. Seaport Grant Program
2. Seaport Investment Program

The Seaport Grant Programs provide funding options for financing port transportation or port facilities projects to improve the movement and intermodal transportation of cargo or passengers, commerce, and trade.

The program's purposes and requirements of ports are to meet the state economic development goal of becoming a hub for trade, logistics, and export-oriented activities, assisting in the implementation of security plans and security measures at ports, and dredging projects.

*Spaceport Office*

The Spaceport Office has one grant program, the Spaceport Improvement Grant Program, which provides funding assistance to promote aerospace business development, spaceport operations, research and development, workforce development, and innovative education programs through Space Florida.

*Public Transit Office*

The Transit Transportation Grants Program has 19 different State Funded grant programs. These program areas support infrastructure improvements, including roads and bridges, intermodal connectors, and system efficiency innovations.

We completed a trend analysis of State Funded Grant data from 2019 to 2023, which showed a steady increase in allocations. The full analysis can be found in Attachment 1.

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## **RESULTS OF REVIEW**

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We conducted an audit of State Funded Grants with the following objectives:

- 1) Determine if the Department has policies, procedures, and guidance regarding Grants in compliance with Florida Statutes.
- 2) Determine the adequacy and effectiveness of controls in the Department's management of State Funded Grants.

### **Finding 1 – Policies and Procedures**

**We Determined** that the Department has established written policies, procedures, and guidance regarding State Funded Grants in compliance with Florida Statutes.

The complete criteria for this finding are detailed in Attachment 2.

The following office specific criteria and documents were evaluated to determine compliance:

Evaluated the Department's policies and procedures:

- Topic No. 725-040-040-n, Aviation Quality Assurance Review Checklist Procedural Compliance form for program management (2021)
- The Aviation Office 411 Guide (2024)
- The Florida Aviation Project Handbook (2023)
- Topic No. 350-030-060-c, Financial Assistance Requirements for Grant Disbursement Agreements (2022)
- Freight and Rail Office Handbook (2022)
- Disbursement Handbook for Employees and Managers (2024)
- Florida Department of Transportation FDOT Strategic Intermodal System Handbook (2023)
- Florida Seaport and Waterways System Plan (2022)
- Florida Department of Transportation FDOT Strategic Intermodal System Handbook (2023)
- Topic No. 725-000-005-j, Public Transportation Grant Agreement (2020)
- Topic No. 350-030-060-c, Financial Assistance Requirements for Grant Disbursement Agreements (2022)
- The Spaceport Project Handbook (2018)
- Topic No. 725-030-002-f, Park and Ride Lot Program (2001)
- Topic No. 725-030-003-e, Transit Corridor Program (1999)
- Topic No. 725-030-005-i, Public Transit Service Development Program (2020)
- Topic No. 725-030-008-g, Commuter Assistance Program (2002)
- Topic No. 725-030-030-i, Public Transit Block Grant Program (2008)

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The following criteria apply to all offices within the Department's Modal Development Office and were evaluated to determine compliance:

- Section 20.23(3)(a), Florida Statutes, (F.S.) (2023), Department of Transportation There is created a Department of Transportation which shall be a decentralized agency.
- Section 287.057(15)(a-d) Florida Statutes, (F.S.) (2023), Procurement of commodities or contractual services.
- Section 334.048(3)(4) Florida Statutes, (F.S.) (2023), Legislative intent with respect to department management accountability and monitoring systems.
- Chapter 339, F.S. (2023) Transportation Finance and Planning.

The following criteria apply to the specific offices within the Department's Modal Development Office and were evaluated to determine compliance:

*Aviation Office*

- Section 332.006, F.S. (2023), Duties and responsibilities of Department of Transportation.
- Section 332.007(5) F.S. (2021), Administration and financing of aviation and airport programs and projects.

*Freight and Rail Office*

- Section 339.61(1), F.S. (2023), Florida Strategic Intermodal System; legislative findings, declaration, and intent.

*Seaport Office*

- Chapter 311, F.S. (2022), Seaport Programs and Facilities.

*Spaceport Office*

- Section 331.302, F.S. (2023), Space Florida; creation; purpose.
- Section 331.360, F.S. (2023), Joint participation agreement or assistance; spaceport master plan.

*Public Transit Office*

- Section 187.201(19), F.S. (2023), State Comprehensive Plan.
- Chapter 341, F.S. (2023), Public Transit.
- Rule Chapter 14-73, Public Transportation, Florida Administrative Code (F.A.C.)

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Our review confirms the Department's written policies, procedures, and other governance documents align with statutory requirements and provide a clear framework for implementation and compliance for State Funded Grants.

There are no recommendations for this finding, since it was determined to be compliant.

### Finding 2 – Reporting, Monitoring, and Oversight

**We determined** that the Department has internal controls for the management of State Funded Grants in compliance with Florida Statutes and Department policies. Key internal controls include:

- Policies and Procedures;
- System Plans;
- Program Area Handbooks;
- Florida Certified Contract Manager training for contract and grant managers;
- Internal SharePoint sites and databases of the Department; and
- Transparency in financial and performance reporting for State Funded Grants data.

We used the following criteria to evaluate the Department's policies and procedures related to the reporting, monitoring, and oversight of State Funded Grants:

- Subsection 11.45(3)(a-x), F.S. (2023), Definitions, duties, authorities, reports, rules.
- Subsection 20.23(3)(a) F.S., There is created a Department of Transportation which shall be a decentralized agency.
- Subsection 334.048(3)(4) F.S., Legislative intent with respect to department management accountability and monitoring systems.
- Subsection 287.057(14)-(15) F.S., Procurement of commodities or contractual services.
- Subsection 215.97(2)(c) F.S., Florida Single Audit Act.
- Subsection 215.971(1)(2) F.S., Agreements funded with federal or state assistance.
- FDOT SharePoint internal site; Statewide Grant Coordination, Grant Managers.
- Statewide Grant Compliance 2019-2023 Annual Review.

We evaluated the Department's internal controls and monitoring processes within program area offices by conducting interviews and working conferences with the Department's Executive Leadership and District Administrators. Our review included evaluating system plans, policies, program area handbooks, prior audit recommendations, training programs, grant data, and reporting databases, as outlined below:

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### Policies, System Plans, and Program Handbooks

- The Aviation Office 411 Guide (2024)
- The Florida Aviation Project Handbook (2023)
- Florida Rail System Plan (2023)
- Florida Seaport System Plan (2010)
- The Spaceport Project Handbook (2018)
- FDOT Strategic Intermodal System Overview (2023)
- Topic No. 350-030-060-c, Financial Assistance Requirements for Grant Disbursement Agreements (2022)
- Topic No. 350-020-301-m, Financial Provisions for All Department Funded Agreements (2023)
- Topic No. 725-090-89, Railroad Grant Agreement, Exhibit Project Monitoring Status Report (2018)
- Topic No. 725-000-005-j, Public Transportation Grant Agreement (2020)
- Topic No. 725-030-002-f, Park and Ride Lot Program (2001)
- Topic No. 725-030-003-e, Transit Corridor Program (1999)
- Topic No. 725-030-005-i, Public Transit Service Development Program (2020)
- Topic No. 725-030-008-g, Commuter Assistance Program (2002)
- Topic No. 725-030-030-i, Public Transit Block Grant Program (2008)
- State Park and Ride Guide (2012)

### Training Review

Our review of the Department's Florida Certified Contract Manager (FCCM) training policies confirmed compliance with Section 287.057(15) (c-d), F.S. The Department provides operational guidance through program handbooks, area-specific training, and technical training. District area managers are responsible for requesting and coordinating FCCM training for Grant Managers through the Procurement Office, as required. The Department of Management Services maintains a list of all state agencies' FCCM certifications.

### Reporting Databases

The Department utilizes the following databases to capture financial and performance outcomes. These databases are used to query data necessary for completing annual, monthly, or quarterly reports.

- Office of Comptroller, Power BI Application – Provides interactive, real-time visual reporting and data analysis on contract management.
- Comptroller Automation Platform (CAP) – Automated platform allowing users to search various financial management related data within the Department, such as user groups, financial management codes, and time reports.
- Enterprise Information Portal (EIP) – Department application that houses data such as vendors, contracts, projects, and payments into a user-friendly interface.



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- Florida Accountability Contract Tracking System (FACTS) – Contract and Grant tracking database, utilized by the Department and maintained by the Florida Department of Financial Services.
- Florida Accounting Information Resource (FLAIR) – State of Florida Accounting system, utilized by the Department and maintained by the Florida Department of Financial Services.
- Grant Application Process (GAP) – Department application for grant and project application submittals and project management for statewide grants.
- Single Audit Reporting Application (SARA) – Reporting application containing Federal and State Single Audits for Department grant recipients.
- Office of Work Program Web Application – Department application allowing users to view and manage details, progress updates, and budget data related to a project.

### **Monitoring and Oversight**

We reviewed the internal controls, oversight, and monitoring processes for State Funded Grants at the program area offices for compliance with Florida Statutes and Department policies. The Department's monitoring and internal controls comply with Subsection 20.23(3)(a), F.S., which mandates that the Department's Central Office establish policies, rules, procedures, and standards, and monitor the implementation of such policies, rules, procedures, and standards to ensure uniform compliance and quality performance across all districts.

Each District Office reports required information using approved mechanisms established by the Central Office Program Administrators. District staff actively manage State Financial Assistance programs by monitoring project status, conducting site visits, overseeing disbursements, reviewing quarterly reports, and ensuring compliance with the Department's Program Handbooks, guidelines, and the Disbursement Handbook for Employees and Managers. They achieve this oversight by utilizing designated reporting databases, as documented in the Work Program and Budget Office. Staff can generate State Funded Grant reports for each program office by combining data from these reporting databases.

Our review confirms that these databases include sufficient information fields to effectively manage and monitor State Funded Grants. These databases also allow for capturing financial data, performance reports, and program outcomes, ensuring comprehensive grant oversight. Additionally, our findings demonstrate that the Department maintains effective internal controls for managing State Funded Grants.

We have no recommendations at this time, as we found this area to be compliant.

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**APPENDIX A – Purpose, Scope, and Methodology**

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The **purpose** of this engagement was to evaluate the State Funded Grants processes, internal controls, and grant compliance. Our primary objective was to determine whether the Department has adequate governance (internal controls) to fully comply with Florida Statutes and Department policies.

The **scope** of this audit consisted of a review of Florida Statutes, Department policies, procedures, and processes for State funded Grants.

The **methodology** included working conferences and interviews with administrators and executive leadership to discuss the Department's State Funded Grants, policies, procedures, internal controls, Florida Statutes, and financial data, along with several additional working conferences with the following:

- Office of the Comptroller;
- Office of Work Program and Budget;
- Office of Policy Planning;
- Office of Management Services;
- Office of Financial Services;
- Procurement Office;
- Office of Inspector General; and
- Office of Aviation, Freight and Rail, Spaceport, Seaport and Waterways, and Transit.

We also reviewed and evaluated the Department's:

- Policies, procedures, and oversight related to the internal controls of State Funded Grants,
- Policies and Procedures for compliance with Florida statutes,
- Existing training related to internal controls of State Funded Grants, and
- Data monitoring and reporting for State Funded Grants.

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**APPENDIX B – Management Response**

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The OIG received an email from Jason Adank, Comptroller, Florida Department of Transportation, on June 5, 2025, indicating the Office of Comptroller does not have any comments.

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**PROJECT TEAM**

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Engagement was conducted by:  
Lisa Widener, Auditor

Under the supervision of:  
Ashley Clark, Senior Audit Supervisor  
Barbara Brown-Walton, Deputy Audit Director for Intermodal  
Joseph W. Gilboy, Director of Audit

Approved by:  
Kristofer B. Sullivan, Inspector General

**STATEMENT OF ACCORDANCE**

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The Department's mission is to provide a safe transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities.

The Office of Inspector General's mission is to provide independent and objective investigative and audit services that promote accountability, integrity, and efficiency within the Florida Department of Transportation and its partners.

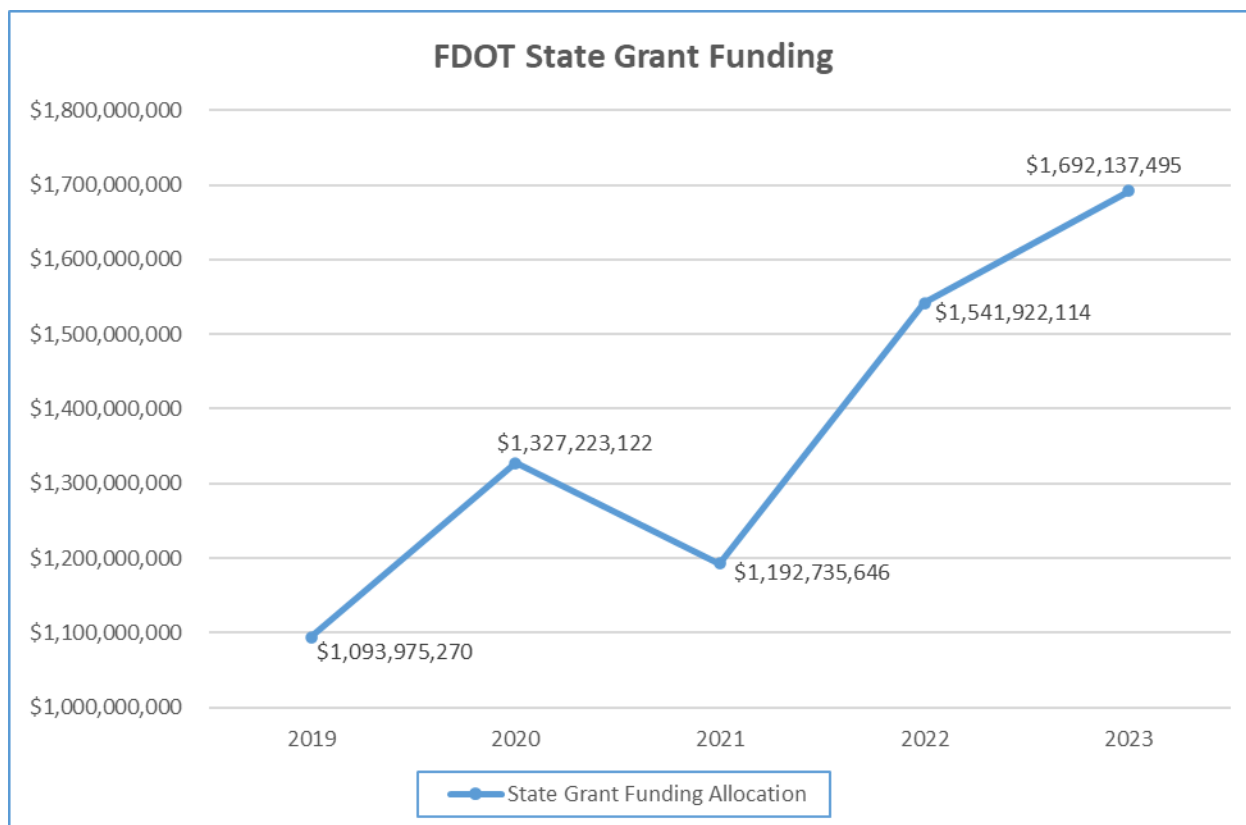
This work product was prepared pursuant to section 20.055, Florida Statutes, in accordance with the Association of Inspectors General *Principles and Standards for Offices of Inspector General*, and conforms with The Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*.

Please address inquiries regarding this report to the Department's Office of Inspector General at (850) 410-5800.

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**ATTACHMENT 1 – State Grants Funded Allocations**

**TABLE 1 – State Grant Funding Allocations FY 2019-20 – FY 2022-23**



Data source: State Grant Programs (<https://apps.fldfs.com/fsaa/searchCatalog.aspx>)

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**ATTACHMENT 2 – Criteria Summaries**

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**The following criteria are summaries used for this engagement.**

**F.S. 20.23(3)(a)(2023)**: Department of Transportation. There is created a Department of Transportation which shall be a decentralized agency.

- 3) (a) The central office shall establish departmental policies, rules, procedures, and standards and shall monitor the implementation of such policies, rules, procedures, and standards in order to ensure uniform compliance and quality performance by the districts and central office units that implement transportation programs. Major transportation policy initiatives or revisions shall be submitted to the commission for review.

**F.S. 334.048(3)(4)(2023)**: Legislative intent with respect to department management accountability and monitoring systems.

- 3) The central office shall adopt policies, rules, procedures, and standards which are necessary for the department to function properly, including establishing accountability for all aspects of the department's operations.
- 4) The central office shall monitor the districts and central office units that provide transportation programs to assess performance; determine compliance with all applicable laws, rules, and procedures; and provide useful information for department managers to take corrective action when necessary.

**F.S. 287.057(14)(b)(2013)**: Procurement of commodities or contractual services. (14) For each contractual services contract, the agency shall designate an employee to function as contract manager who is responsible for enforcing performance of the contract terms and conditions and 3 shall serve as a liaison with the contractor.

- b) Each contract manager who is responsible for contracts in excess of \$100,000 annually must complete training in contract management and become a certified contract manager. The department is responsible for establishing and disseminating the requirements for certification which include completing the training conducted by the Chief Financial Officer for accountability in contracts and grant management. Training and certification must be coordinated by the department, and the training must be conducted jointly by the department and the Department of Financial Services. Training must promote best practices and procedures related to negotiating, managing, and ensuring accountability in agency contracts and grant agreements, which must include the use of case studies based upon previous audits, contracts, and grant agreements.
- c) All agency contract managers must become certified within 24 months after establishment of the training and certification requirements by the department and the Department of Financial Services.

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**F.S.287.057(15)(a-d)(2023):** (15) Procurement of commodities or contractual services.

- a) For each contractual services contract, the agency shall designate an employee to function as contract manager who is responsible for enforcing performance of the contract terms and conditions and serves as a liaison between the contractor and the agency. The contract manager may not be an individual who has been employed, within the previous 5 years, by the vendor awarded the contractual services contract. The primary responsibilities of a contract manager include:
  - 1. Participating in the solicitation development and review of contract documents.
  - 2. Monitoring the contractor's progress and performance to ensure procured products and services conform to the contract requirements and keep timely records of findings.
  - 3. Managing and documenting any changes to the contract through the amendment process authorized by the terms of the contract.
  - 4. Monitoring the contract budget to ensure sufficient funds are available throughout the term of the contract.
  - 5. Exercising applicable remedies, as appropriate, when a contractor's performance is deficient.
- b) Each contract manager who is responsible for contracts in excess of the threshold amount for CATEGORY TWO must, at a minimum, complete training conducted by the Chief Financial Officer for accountability in contracts and grant management. The Chief Financial Officer shall evaluate such training every 5 years to assess its effectiveness and update the training curriculum. The Chief Financial Officer shall establish and disseminate uniform procedures pursuant to s. 17.03(3) to ensure that contractual services have been rendered in accordance with the contract terms before the agency processes the invoice for payment. The procedures must include, but need not be limited to, procedures for monitoring and documenting contractor performance, reviewing and documenting all deliverables for which payment is requested by vendors, and providing written certification by contract managers of the agency's receipt of goods and services.
- c) Each contract manager who is responsible for contracts in excess of \$100,000 annually must, in addition to the accountability in contracts and grant management training required in paragraph (b) and within 6 months after being assigned responsibility for such contracts, complete training in contract management and become a certified contract manager. The department is responsible for establishing and disseminating the training and certification requirements for certified contract managers. Training must promote best practices and procedures related to negotiating, managing, and ensuring accountability in agency contracts and grant agreements, which must include the use of case studies based upon previous audits, contracts, and grant agreements. A certified contract manager must complete training every 5 years for certification renewal. Training and certification must be coordinated by the department, and the training must be conducted jointly by the department and the Department of Financial Services.



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The department shall evaluate such training every 5 years to assess its effectiveness and update the training curriculum.

- d) Each contract manager who is responsible for contracts in excess of \$10 million annually must, in addition to the training required in paragraph (b) and the training and certification required in paragraph (c), possess at least 5 years of experience managing contracts in excess of \$5 million annually.

**F. S. 215.97(2)(c)(2023) Florida Single Act:** Establishes uniform state audit requirements for State financial assistance provided by State agencies to non-State entities to carry out State projects.

- 2) For each agreement funded with federal or state financial assistance, the state agency shall designate an employee to function as a grant manager who shall be responsible for enforcing performance of the agreement's terms and conditions and who shall serve as a liaison with the recipient or subrecipient.
  - c) The grant manager shall reconcile and verify all funds received against all funds expended during the grant agreement period and produce a final reconciliation report. The final report must identify any funds paid in excess of the expenditures incurred by the recipient or subrecipient.

**F.S. 331.302(2023) Space Florida; creation; purpose:** There is established, formed, and created Space Florida, which is created as an independent special district, a body politic and corporate, and a subdivision of the state, to foster the growth and development of a sustainable and world-leading aerospace industry in this state. Space Florida shall promote aerospace business development by facilitating business financing, spaceport operations, research and development, workforce development, and innovative education programs. Space Florida has all the powers, rights, privileges, and authority as provided under the laws of this state.

**F.S. 331.360(2023) Joint participation agreement or assistance; spaceport master plan:** It shall be the duty, function, and responsibility of the Department of Transportation to promote the further development and improvement of aerospace transportation facilities; to address intermodal requirements and impacts of the launch ranges, spaceports, and other space transportation facilities; to assist in the development of joint-use facilities and technology that support aviation and aerospace operations; to coordinate and cooperate in the development of spaceport infrastructure and related transportation facilities contained in the Strategic Intermodal System Plan; to encourage, where appropriate, the cooperation and integration of airports and spaceports in order to meet transportation-related needs; and to facilitate and promote cooperative efforts between federal and state government entities to improve space transportation capacity and efficiency. In carrying out this duty and responsibility, the department may assist and advise, cooperate with, and coordinate with federal, state, local, or private organizations and individuals. The department may administratively house its space transportation responsibilities within an existing division or office.

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**F.S. 332.006(2023) Duties and responsibilities of the Department of**

**Transportation**: The Department of Transportation shall, within the resources provided coordination and assistance for the development of a viable aviation system in this state.

**F.S. 332.007(5)(2021) Duties and responsibilities of the Department of**

**Transportation**: Administration and financing of aviation and airport programs and projects; state plan.

- 5) Only those projects or programs provided for in this act that will contribute to the implementation of the state aviation system plan, that are consistent with and will contribute to the implementation of any airport master plan or layout plan, and that are consistent, to the maximum extent feasible, with the approved local government comprehensive plans of the units of government in which the airport is located are eligible for the expenditure of state funds in accordance with fund participation rates and priorities established herein.

**F.S. 339.61(2023) Strategic Intermodal System Plan**: The department shall develop, in cooperation with metropolitan planning organizations, regional planning councils, local governments, and other transportation providers, a Strategic Intermodal System Plan. The plan shall be consistent with the Florida Transportation Plan developed pursuant to s. 339.155 and shall be updated at least once every 5 years, subsequent to updates of the Florida Transportation Plan.

**Topic No. 350-030-060-c**: Financial Assistance Requirements for Grant Disbursement Agreements. Purpose of the document is to define responsibilities within the Florida Department of Transportation (Department) for agreements funded with state and federal financial assistance.

**Topic No. 350-020-301-m**: Financial Provisions For All Department Funded Agreements. This procedure establishes standard financial provisions for all agreements in which the Florida Department of Transportation (Department) will provide funding for deliverables the Other Party will provide. These provisions are to be included in the Department Funded Agreements (DFA) and official Department form agreements.

**Topic No. 725-090-89**: Railroad Grant Agreement, Exhibit Project Monitoring Status Report.

**Topic No. 725-040-040-n**: Aviation Quality Assurance Review Checklist Procedural Compliance form for program management.

**Rule Chapter 14-73, Public Transportation, Florida Administrative Code (F.A.C.):**

Purpose. This rule sets forth requirements of Section 341.052(1) and (2), F.S., for the recipients of the Department's public transit grant funds.

**The Aviation Office 411 Guide (2024)**: This resource guide provides introductory information about a variety of FDOT aviation related resources in one place.

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This guide is intended to be a single catalog of the key publications and training available for use by Florida's aviation industry rather than an exhaustive list.

**Disbursement Handbook for Employees and Managers (2024)**: Project and Grant Management Resource

**The Florida Aviation Project Handbook (2023)**: Establishes the variety of state sources available to commercial service and publicly owned general aviation airports in the following categories:

- The Florida Aviation Grant Program;
- The Strategic Intermodal System; and other funding mechanisms.

**Florida Rail System Plan (FRO) (2023)**: Provides operational, program, and functional direction for FDOT personnel and partners. The Rail Handbook (effective September 7, 2010) was significantly revised in 2016 to reflect the new office functional areas and to institutionalize various best practices. This huge teamwork undertaking resulted in the first version of the FRO Handbook. The FDOT Handbook created the foundation needed to increase our operational efficiency both now and, in the future, and will remain a living document that is revised as needed to capture policy and program changes.

**The Florida Seaport System Plan (2010)**: Provides a comprehensive description of the State's Seaport Program, including policy and planning activities that drive the programming of seaport projects.

**The FDOT Strategic Intermodal System (SIS) Overview (2023)**: Provides an overview of planning, designation, and implementation efforts for SIS facilities. This handbook provides users with information on many SIS related topics and provides links that will allow users to find more detailed information on the subject. The handbook is also intended to serve as a valuable resource for FDOT staff by consolidating information related to the SIS into a single reference document. While primarily intended for FDOT staff use, the SIS Handbook is available to other transportation professionals seeking information about the SIS.

**The Spaceport Project Handbook (2024)**: Provides a general overview of the Spaceport Improvement Program (SIP) administered by the FDOT and processes used to fund and manage spaceport capital projects.

This handbook describes how potential projects are:

- identified,
- analyzed,
- prioritized,
- and approved for funding.

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**Transit Documents:**

- 725-000-005-j, Public Transportation Grant Agreement – establishes a departmentwide process for the development, execution, and revision of Public Transportation Grant Agreement for a public transportation project.
- 725-030-002-f Park and Ride Lot Program - establishes procedures for the planning, implementation, promotion, maintenance, and monitoring of park and ride facilities by the Department.
- 725-030-003-e Transit Corridor Program – establishes procedures for the Department's Transit Corridor Program.
- 725-030-005-i Public Transit Service Development Program – details the Department's administration and management of the Public Transit Service Development Program.
- 725-030-008-g Commuter Assistance Program – establishes procedures and guidance to implement the Department's Commuter Assistance Program.
- 725-030-030-i Public Transit Block Grant Program – details the Department's Public Transit Office's administration and management of the State Public Transit Block Grant Program.