



Florida Department of Transportation
Office of Inspector General
Kristofer B. Sullivan, Inspector General

St. Augustine Airport

Report No. 25I-007

DocuSigned by:

Kristofer B. Sullivan

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May 26, 2026

What We Did

The Florida Department of Transportation's (Department) Office of Inspector General (OIG) conducted an audit of the St. Augustine Airport, formally known as the Northeast Florida Regional Airport, to evaluate accounting and financial management policies and processes. Additionally, we evaluated selected grant agreement G2L14 invoices and expenses for compliance with applicable federal regulations, Florida Statutes, and relevant Department policies and standard operating procedures. The scope of this audit was Agreement G2L14 for fiscal years (FY) 2023 through 2024. This audit was conducted as part of the OIG's FY 2023-2024 Annual Audit Work Plan.

What We Concluded

We concluded the Department's Central Office and District Two provide effective governance over federal and state funds through oversight, risk management, performance management, and quality assurance processes, ensuring continued adherence to all applicable regulatory and policy frameworks. The results of our engagement provide reasonable assurance that the St. Augustine Airport has established internal controls that are designed to provide guidance and support effective operations.

We determined St. Augustine Airport's written accounting policies and financial management procedures comply with the applicable federal regulations, Florida Statutes, and relevant Department policies and standard operating procedures.

We determined the invoices for grant agreement G2L14 complied with contractual agreements and Department guidelines, invoiced allowable expenses, and were properly supported by adequate documentation, and met applicable federal regulations, Florida Statutes, and Department regulations.

We determined the Department, both Central Office and District Two, provides effective governance over processes, including oversight and performance monitoring, in alignment with federal regulations, Florida Statutes, and Department regulations.

What We Recommend

We have no recommendations at this time, as we found the areas under review to be compliant with our audit objectives.

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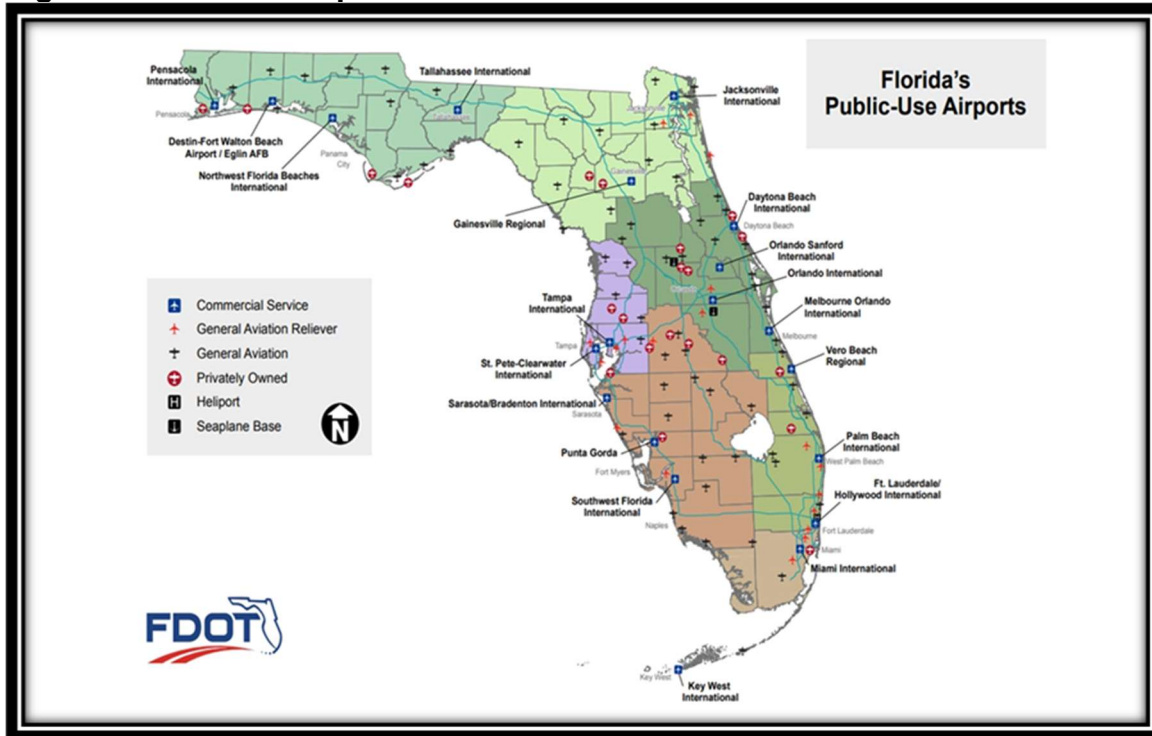
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BACKGROUND AND INTRODUCTION

The Florida Department of Transportation’s (Department) Aviation Office oversees 125 public use airports statewide, including 21 commercial service airports located from the Florida Panhandle to the Florida Keys, as shown in Figure 1.

Figure 1: Florida’s Airports



Source: Department’s Aviation Office <https://www.fdot.gov/aviation/facilitymap.shtm>

Pursuant to Chapter 332, Florida Statutes (F.S.) (2025), the Department Aviation Office administers the Aviation Grant Program to support a safe, cost-effective, and efficient statewide aviation transportation system. The Aviation Grant Program provides financial assistance to Florida’s public use airports in the areas of safety, security, preservation, capacity improvement, land acquisition, planning, and economic development. Program funds assist local governments and airport authorities in planning, designing, constructing, and maintaining public-use aviation facilities.

St. Augustine Airport, formerly known as the Northeast Florida Regional Airport, is a public-use airport located in St. Johns County, Florida, within the Department’s District Two. The Florida Legislature authorized the airport’s name change through Senate Bill 4009 (2025), which formally renamed the facility and confirmed its continued governance by the St. Johns County Airport Authority.¹

¹ The bill and related information are available on the Florida Senate website at: <https://www.flsenate.gov/Session/Bill/2025/4009>

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The Airport Authority is governed by a five-member Board of Directors and is responsible for the oversight and management of airport operations, including ensuring compliance with applicable federal and state laws, rules, and regulations, as well as requirements established by the Federal Aviation Administration and the Department's Aviation Office.

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RESULTS OF REVIEW

We concluded the Department's Central Office and District Two provide effective governance over federal and state funds through oversight, risk management, performance management, and quality assurance processes, ensuring continued adherence to all applicable regulatory and policy frameworks. The results of our engagement provide reasonable assurance that the St. Augustine Airport has established internal controls that are designed to provide guidance and support effective operations.

We conducted an audit of St. Augustine Airport with the following objectives:

1. Determine if St. Augustine Airport's written accounting policies and financial management procedures comply with applicable federal regulations, Florida Statutes, and relevant Department policies and standard operating procedures.
2. Determine whether invoices for the selected grant comply with contractual agreements and Department guidelines, include invoiced allowable expenses, are properly supported by adequate documentation, and comply with applicable federal regulations and Florida Statutes.
3. Determine whether the Department provides effective governance over processes, including oversight and performance monitoring, in alignment with the Department's policies and procedures.

Finding 1 - Policies and Procedures Compliance

We determined St. Augustine Airport's written accounting policies and financial management procedures comply with the applicable federal regulations, Florida Statutes, and relevant Department policies and standard operating procedures.

The following criteria were used to determine St. Augustine Airport's compliance with our audit objective:

- Title 2, Part 200, Code of Federal Regulations (C.F.R.)-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart D-Post Federal Award Requirements, subsection 302 Financial Management;
- 2 C.F.R. 200.303 (a)-(d) Internal controls;
- 2 C.F.R. 200.320 (b) Procurement methods;
- 2 C.F.R. 200.501 (b) Audit requirements;
- Subsection 215.97(2)(a), Florida Statutes, (F.S.) (2024), Single Audit Act;
- Topic No. 350-030-060-c, Financial Assistance Requirements for Grants (2022); and
- Topic No. 350-030-060-d, Financial Assistance Requirements for Grants (2024).

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The detailed criteria used for this finding can be found in Attachment 1.

We reviewed the following financial and administrative documents provided by St. Augustine Airport to assess compliance. The documents generally establish a framework for financial management, approval authorities, and outline payment and procurement procedures. The documents reviewed included:²

- Northeast Florida Regional Airport, Airport Certification Manual;
- Northeast Florida Regional Airport, FDOT Grant Reimbursement Process Notes;
- Northeast Florida Regional Airport, Federal Aviation Administration FAA Part 139 Training Plan;
- Public Transportation Grant Agreement G2L14;
- St. Johns County Airport Authority, Administration Policy;
- St. Johns County (SGJ) Grant Corrective Action Plan and Grant Management Tool;
- St. Johns County Airport Authority, Succession plan- (07.26.25); and
- St. Johns County (SGJ) Grant Corrective Action Plan and Grant Management Tool.

During our review of St. Augustine Airport's FY 2024 Single Audit, we found that the audit was submitted more than two months after the June 30, 2025, statutory deadline. The Single Audit also reported a significant deficiency in internal control over compliance related to reporting requirements under the Aviation Grant Programs, in accordance with 2 C.F.R. Part 200, Subpart F-Audit Requirements, and Section 215.97, F.S. While the Single Audit was being performed, St. Augustine Airport addressed this deficiency by developing the St. Johns County Airport Authority Corrective Action Plan & Grant Management Tool.

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

Finding 2 - Financial Management Controls

We determined the invoices for grant agreement G2L14 complied with contractual agreements and Department guidelines, invoiced allowable expenses, and were properly supported by adequate documentation and met applicable federal regulations, Florida Statutes, and Department regulations.

The following criteria were used to determine St. Augustine Airport's compliance with our audit objective:

- 2 C.F.R. 200.403 Factors affecting allowability of costs;
- 2 C.F.R. 200.404 Reasonable costs;
- 2 C.F.R. 200.403 Allocable costs;

² The naming convention of the Northeast Florida Regional Airport was adopted before the formal name change to St. Augustine

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- Subsection 215.971(1)(d), Florida Statutes, (F.S.) (2024), Agreements Funded with Federal or State Assistance;
- Disbursements Handbook for Employees and Managers, Contract Payments, (2025);
- Department of Financial Services Reference Guide for State Expenditures (2022);
- Topic No. 350-030-060-d, Financial Assistance Requirements for Grant Disbursement Agreements (2024); and
- Public Transportation Grant Agreement GL214.

The detailed criteria used for this finding can be found in Attachment 1.

We evaluated Grant Agreement G2L14, awarded for the design and construction of security fencing, gates, and access control improvements at St. Augustine Airport, to determine whether invoices complied with contractual requirements, Department guidelines, applicable federal regulations, and Florida Statutes. Grant Agreement G2L14 totaled \$75,000 and included three invoice packages.

We reviewed all three invoice packages and supporting documentation to assess whether invoiced costs were allowable, reasonable, allocable, and necessary, the cost principles outlined in 2 C.F.R. Part 200, Subpart E-Sections 200.403-405. Our review included an examination of the following documents:

- project invoice forms;
- monitoring reports;
- cost statements;
- cancelled checks; and
- applications and certifications for payment.

We found that all tested expenses, including engineering and construction costs totaling \$75,000, were properly supported and compliant with applicable federal regulations and Florida Statutes.

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

Finding 3 - Governance over Processes, Oversight, and Monitoring

We determined the Department, both Central Office and District Two, provides effective governance over processes, including oversight and performance monitoring, in alignment with federal regulations, Florida Statutes, and Department regulations.

The following criteria were used to determine the Department's compliance with our audit objective:

- 2 C.F.R. 200.206(b)(1)(2) Federal agency review of risk posed by applicants;

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- 2 C.F.R. 200.303 (a)-(d) Internal controls;
- 2 C.F.R. 200.329 Monitoring and reporting program performance;
- 2 C.F.R. 200.332, Requirements for pass-through entities;
- Subsection 215.971(1)(2), Florida Statutes, (F.S.) (2024), Single Audit Act;
- Subsection 334.048(4) Florida Statutes, (F.S.) (2024), Legislative intent with respect to department management accountability and monitoring systems;
- Subsection 20.23(3)(a) Florida Statutes, (F.S.) (2024), Department of Transportation;
- Florida Aviation Project Handbook (2025); and
- Topic No. 725-040-040-n, Aviation Program Management Procedure (2020).

The detailed criteria used for this finding can be found in Attachment 1.

We evaluated the effectiveness of both Central Office's and District Two's governance based on the following four factors:

- **Oversight**, such as organizational structure, defined roles, and reporting lines;
- **Risk Management**, such as identifying, assessing, and mitigating risk in alignment with Department practices;
- **Performance Monitoring**, such as measuring the completion of projects in terms of budget and timeline; and
- **Quality Assurance**, such as periodic review of documentation for compliance with applicable guidelines.

For each governance factor, we identified relevant federal, state, and Department criteria and reviewed supporting documentation to assess compliance. Documentation reviewed included:

- Florida Aviation Project Handbook (2025);
- Guidance for Aviation Programming Manual, Section 5, Florida Aviation Database (2025);
- Topic No. 725-040-028, Aviation Grant Program Project Selection Worksheet (2019);
- Topic No. 725-040-040-n Aviation Program Management (2020);
- Topic No. 350-020-200-p, Contract Funds Management - Funds approval (2020);
- Topic No. 350-030-060-d, Financial Assistance Requirements for Grant Disbursement Agreements (2022); and
- Topic No. 375-030-035-d, Florida Accountability Contract Tracking System Form (2023).

Based on the results of our evaluation, we found that the Department's governance processes were effectively designed and operated as intended for this audit engagement.

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

The **purpose** of this engagement was to conduct an audit of the St. Augustine Airport to evaluate accounting and financial management policies and processes for compliance with applicable federal regulations, Florida Statutes, and Department policies and standard operating procedures. We evaluated whether invoices for grant agreement G2L14 complied with contractual agreements and Department guidelines, and have invoiced expenses that are allowable, properly supported by adequate documentation, and met applicable federal regulations and Florida Statutes.

The **scope** of this audit consisted of the grant agreement G2L14 with Northeast Florida Regional Airport for fiscal years (FYs) 2023-2024.

The **methodology** included:

- Review of federal regulations, Florida Statutes, Department policies and procedures.
- Documentation reviews:
 - Single audit reports for St. Johns County Airport Authority for FYs 2020 to 2023;
 - accounting policies and financial management procedures;
 - organizational structure, and job descriptions;
 - grant agreement G2L14, reimbursement invoices, associated records; supporting documentation, budget, and any associated amendments billed District Two and the Aviation Office; and
 - vendor agreements and reports.
- Interviews with staff members:
 - Department District Two staff; and
 - St. Augustine Airport staff.

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APPENDIX B – Affected Entity Response

The OIG received an email from Courtney Pittman, Interim Executive Director, St. Augustine Airport, on April 9, 2026, indicating St. Augustine Airport has no additional comments for inclusion in the report.

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APPENDIX C – Management Response

The OIG received an email from the Aviation Office on May 15, 2026, indicating the Aviation Office has no additional comments for inclusion in the report.

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PROJECT TEAM

Engagement was conducted by:
Lisa Widener, Auditor

Under the supervision of:
Melinda Coleman, 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

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' *Global Internal Audit Standards*.

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

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ATTACHMENT 1 – Criteria

The following criteria were used for this engagement:

2 C.F.R. 200.206(b)(1)(2) Federal agency review of risk posed by applicants:

(b) Risk Assessment.

- 1) The Federal agency must establish and maintain policies and procedures for conducting a risk assessment to evaluate the risks posed by applicants before issuing Federal awards. This assessment helps identify risks that may affect the advancement toward or the achievement of a project's goals and objectives. Risk assessments assist Federal managers in determining appropriate resources and time to devote to project oversight and monitor recipient progress. This assessment may incorporate elements such as the quality of the application, award amount, risk associated with the program, cybersecurity risks, fraud risks, and impacts on local jobs and the community. If the Federal agency determines that the Federal award will be made, specific conditions that address the assessed risk may be implemented in the Federal award. The risk criteria to be evaluated must be described in the announcement of the funding opportunity described in S. 200.204.
- 2) In evaluating risks posed by applicants, the Federal agency should consider the following items:
 - i) Financial stability. The applicant's record of effectively managing financial risks, assets, and resources;
 - ii) Management systems and standards. Quality of management systems and ability to meet the management standards prescribed in this part;
 - iii) History of performance. The applicant's record of managing previous and current Federal awards, including compliance with reporting requirements and conformance to the terms and conditions of Federal awards, if applicable;
 - iv) Audit reports and findings. Reports and findings from audits performed under subpart F or the reports and findings of any other available audits, if applicable; and
 - v) Ability to effectively implement requirements. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on recipients of Federal awards.

2 C.F.R. 200.302(b)(3)(4)(6) Financial Management (2024):

(b) The recipient's and subrecipient's financial management system must provide for the following (200.334, 200.335, 200.336, and 200.337):

- 3) Maintaining records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.

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- 4) Effective control over and accountability for all funds, property, and assets. The recipient or subrecipient must safeguard all assets and ensure they are used solely for authorized purposes. See § 200.303.
- 6) Written procedures to implement the requirements of § 200.305.

2 C.F.R. 200.303 (a-d) Internal Controls (2024):

Non-Federal entity is responsible for:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award.
- (c) Evaluate and monitor the recipient's or subrecipient's compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified.

2 C.F.R. 200.320(b) Procurement methods:

Formal procurement methods.

- (b) **Formal procurement methods.** Formal procurement methods are required when the value of the procurement transaction under a Federal award exceeds the simplified acquisition threshold of the recipient or subrecipient. Formal procurement methods are competitive and require public notice. The following formal methods of procurement are used for procurement transactions above the simplified acquisition threshold determined by the recipient or subrecipient in accordance with paragraph (a)(2)(ii) of this section.

2 C.F.R. 200.332(c) Requirements for pass-through entities:

- (c) Evaluate each subrecipient's fraud risk and risk of noncompliance with a subaward to determine the appropriate subrecipient monitoring described in paragraph (f) of this section. When evaluating a subrecipient's risk, a pass-through entity should consider the following:
 - 1) The subrecipient's prior experience with the same or similar subawards;
 - 2) The results of previous audits. This includes considering whether or not the subrecipient receives a Single Audit in accordance with subpart F and the extent to which the same or similar subawards have been audited as a major program;
 - 3) Whether the subrecipient has new personnel or new or substantially changed systems; and

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- 4) The extent and results of any Federal agency monitoring (for example, if the subrecipient also receives Federal awards directly from the Federal agency).(f) Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in paragraph (c) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:

2 C.F.R. 200.329(a)(b)(d)(f) Monitoring and reporting program performance:

- (a) **Monitoring by the recipient and subrecipient.** The recipient and subrecipient are responsible for the oversight of the Federal award. The recipient and subrecipient must monitor their activities under Federal awards to ensure they are compliant with all requirements and meeting performance expectations. Monitoring by the recipient and subrecipient must cover each program, function, or activity. See also § 200.332.
- (b) **Reporting program performance.** The Federal agency must use OMB-approved common information collections (for example, Research Performance Progress Reports) when requesting performance reporting information. The Federal agency or pass-through entity may not collect performance reports more frequently than quarterly unless a specific condition has been implemented in accordance with § 200.208. To the extent practicable, the Federal agency or pass-through entity should align the due dates of performance reports and financial reports. When reporting program performance, the recipient or subrecipient must relate financial data and project or program accomplishments to the performance goals and objectives of the Federal award. Also, the recipient or subrecipient must provide cost information to demonstrate cost-effective practices (for example, through unit cost data) when required by the terms and conditions of the Federal award. In some instances (for example, discretionary research awards), this may be limited to the requirement to submit technical performance reports. Reporting requirements must clearly indicate a standard against which the recipient's or subrecipient's performance can be measured. Reporting requirements should not solicit information from the recipient or subrecipient that is not necessary for the effective monitoring or evaluation of the Federal award. Federal agencies should consult monitoring framework documents such as the agency's Evaluation Plan to make that determination. As noted in OMB Circular A-11, Part 6, Section 280, measures of customer experience are of co-equal importance as traditional measures of financial and operational performance.
- (d) **Construction performance reports.** Federal agencies or pass-through entities rely on on-site technical inspections and certified percentage of completion data to monitor progress under Federal awards for construction. Therefore, the Federal agency or pass-through entity may require additional performance reports when necessary to ensure the goals and objectives of Federal awards are met.
- (f) **Site visits.** The Federal agency or pass-through entity may conduct in-person or virtual site visits as warranted.

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2 C.F.R. 200.403 Factors affecting allowability of costs (2025): Except where otherwise authorized by statute, costs must meet the following criteria to be allowable under Federal awards:

- (a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- (b) Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- (c) Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the recipient or subrecipient.
- (d) Be accorded consistent treatment. For example, a cost must not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- (e) Be determined in accordance with generally accepted accounting principles (GAAP), except, for State and local governments and Indian Tribes only, as otherwise provided for in this part.
- (f) Not be included as a cost or used to meet cost sharing requirements of any other federally-financed program in either the current or a prior period. See § 200.306(b).
- (g) Be adequately documented. See §§ 200.300 through 200.309.
- (h) Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency. All other costs must be incurred during the approved budget period. At its discretion, the Federal agency is authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods. See § 200.308(g)(3).

2 C.F.R. 200.404 Reasonable costs (2025): A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. In determining the reasonableness of a given cost, consideration must be given to the following:

- (a) Whether the cost is generally recognized as ordinary and necessary for the recipient's or subrecipient's operation or the proper and efficient performance of the Federal award;
- (b) The restraints or requirements imposed by such factors as sound business practices; arm's-length bargaining; Federal, State, local, tribal, and other laws and regulations; and terms and conditions of the Federal award;
- (c) Market prices for comparable costs for the geographic area;
- (d) Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the recipient or subrecipient, its employees, its students or membership (if applicable), the public at large, and the Federal Government; and
- (e) Whether the cost represents a deviation from the recipient's or subrecipient's established written policies and procedures for incurring costs.

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2 C.F.R. 200.405 Allocable costs (2025): The standard to determine if a cost is allocable by examining if the goods or services were chargeable according to the benefit received. Allocation between two projects: Direct Cost allocation principles apply if a cost benefits two or more projects and the proportions are easily determined. The cost must be allocated based on the proportional benefit. If the costs cannot be easily determined, then the allocation may be based on any reasonable documented basis.

2 C.F.R. 200.501 (b) Audit requirements (2025):

(b) **Single audit.** A non-Federal entity that expends \$1,000,000 or more in Federal awards during the non-Federal entity's fiscal year must have a single audit conducted in accordance with § 200.514 except when it elects to have a program-specific audit conducted in accordance with paragraph (c) or (d) of this section.

Subsection 20.23(4)(a), Florida Statutes (F.S.), Department of Transportation (2024): Department of Transportation. A Department of Transportation which shall be a decentralized agency.

(4)(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.

Subsection 215.97(2)(a), Florida Statutes (F.S.), Florida Single Audit Act (2025): "Audit threshold" means the threshold amount used to determine when a state single audit or project-specific audit of a nonstate entity shall be conducted in accordance with this section. Each nonstate entity that expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such nonstate entity shall be required to have a state single audit or a project-specific audit for such fiscal year in accordance with the requirements of this section. After consulting with the Executive Office of the Governor, the Department of Financial Services, and all state awarding agencies, the Auditor General shall periodically review the threshold amount for requiring audits under this section and may recommend any appropriate statutory change to revise the threshold amount in the annual report submitted to the Legislature pursuant to s. 11.45(7)(h).

Subsection 215.971(1)(d), Florida Statutes (F.S.), Agreements funded with federal or state assistance (2024):

(d) A provision specifying that a recipient or subrecipient of federal or state financial assistance may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.

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Subsection 215.971(1)(2), Florida Statutes (F.S.), Agreements funded with federal or state assistance (2024):

- 1) An agency agreement that provides state financial assistance to a recipient or subrecipient, as those terms are defined in s. 215.97, or that provides federal financial assistance to a subrecipient, as defined by applicable United States Office of Management and Budget circulars, must include all of the following:
 - (a) A provision specifying a scope of work that clearly establishes the tasks that the recipient or subrecipient is required to perform.
 - (b) A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the agency before payment. Each deliverable must be directly related to the scope of work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
 - (c) A provision specifying the financial consequences that apply if the recipient or subrecipient fails to perform the minimum level of service required by the agreement. The provision can be excluded from the agreement only if financial consequences are prohibited by the federal agency awarding the grant. Funds refunded to a state agency from a recipient or subrecipient for failure to perform as required under the agreement may be expended only in direct support of the program from which the agreement originated.
 - (d) A provision specifying that a recipient or subrecipient of federal or state financial assistance may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.
 - (e) A provision specifying that any balance of unobligated funds which has been advanced or paid must be refunded to the state agency.
 - (f) A provision specifying that any funds paid in excess of the amount to which the recipient or subrecipient is entitled under the terms and conditions of the agreement must be refunded to the state agency.
 - (g) Any additional information required pursuant to s. 215.97.
 - (h) If the agency agreement provides federal or state financial assistance to a county or municipality that is a rural community or rural area of opportunity as those terms are defined in s. 288.0656(2), a provision allowing the agency to provide for the payment of invoices to the county, municipality, or rural area of opportunity as that term is defined in s. 288.0656(2), for verified and eligible performance that has been completed in accordance with the terms and conditions set forth in the agreement. This provision is included to alleviate the financial hardships that certain rural counties and municipalities encounter when administering agreements and must be exercised by the agency when a county or municipality demonstrates financial hardship, to the extent that federal or state law, rule, or other regulation allows such payments. This paragraph may not be construed to alter or limit any other provisions of federal or state law, rule, or other regulation.

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- 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.

Subsection 334.048(4), Florida Statute (F.S.), Legislative intent with respect to department management accountability and monitoring systems (2023):

- 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.

Public Transportation Grant Agreement G2L14, executed 05/24/2023:

This Public Transportation Grant Agreement is entered into by and between the State of Florida, Department of Transportation ("Department"), and St. Augustine-St Johns County Airport Authority ("Agency"). The purpose of this Agreement is to provide for the Department's participation in the design and construction of the fencing, gate, and access control system.

Procedure No. 725-040-033, Aviation Quality Assurance Review Checklist

Procedural Compliance (2020): To ensure uniform compliance and quality performance by the districts and central office units that implement the aviation transportation program. This form identifies specific functions/tasks that are to be checked annually, quarterly, or on a specific timeline and will serve as the documentation of the QAR/Monitoring activities.

Topic No. 350-020-200-p, Contract Funds Management – Funds Approval (2020):

To establish uniform internal controls to ensure all commitments of funds by the Department receive prior approval by the Comptroller and are properly established and maintained in the accounting and financial management systems.

Topic No. 350-030-060-c, Financial Assistance Requirements for Grant

Disbursement Agreements (2022): To define responsibilities within the Florida Department of Transportation (Department) for agreements funded with state and federal financial assistance.

Topic No. 350-030-060-d, Financial Assistance Requirements for Grant

Disbursement Agreements (2024): To define responsibilities within the Florida Department of Transportation (Department) for agreements funded with state and federal financial assistance.

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Topic No. 725-040-040, Aviation Program Management (2021): To provide guidance and prescribe a process and standards for planning, approving, and monitoring Florida Department of Transportation (Department) funding commitments to individual airport projects that will encourage:

- Statewide program consistency;
- Effective spending on Department aviation priorities;
- Development of long-range needs estimates;
- Compliance with Florida Law; and
- A realistic, stable Five-Year Work Program.

Disbursements Handbook for Employees and Managers (2024): To provide guidance and information required for state disbursement on the Department's management of Standard Operating Procedures (SOP).

Florida Aviation Project Handbook (2025): This Florida Aviation Project Handbook describes the variety of state funding sources available to 106 public use airports in Florida, including 20 commercial service airports and 86 general aviation airports that are included in the Florida Aviation System Plan (FASP), for the Florida Aviation Grant Program, the Strategic Intermodal System, and other funding mechanisms.

Florida Department of Financial Services, Reference Guide for State Expenditures (2022): Provide state agencies guidance regarding the requirements applicable to the disbursement of funds from the State Treasury.

Office of Inspector General
Florida Department of Transportation

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