



## Florida Department of Transportation

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GOVERNOR

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KEVIN J. THIBAUT, P.E.  
SECRETARY

### **PROGRAM MANAGEMENT BULLETIN 21-01**

DATE: January 25, 2021

TO: *District Directors of Transportation Operations, District Directors of Transportation Development, Program Management Engineers, District Financial Services,*

FROM: Stefanie D. Maxwell, P.E., Manager, Program Management Office

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*Stefanie Maxwell*  
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COPIES: Courtney Drummond, Stacy Miller, Will Watts, Lisa Wilkerson, District Local Program Administrators, Robin Naitove

SUBJECT: Non-Compliant Grant Agreements

Grant Agreements executed and that include budget Fiscal Year 2017 and earlier may not include the correct financial and audit terms and conditions required by the Florida Department of Financial Services and Florida Statutes.

### **BACKGROUND**

Audits conducted in Fiscal Years 2016 and 2017 identified missing information in the Department's grant agreement boilerplates that is required to be included in the subrecipient grant agreements. In this same period, the Florida Department of Financial Services and the Department's Comptroller issued new requirements for financial terms and conditions and audit terms and conditions that shall be incorporated into the Department's grant agreement boilerplates.

Indicators that the grant agreement is executed on an outdated boilerplate include:

- The assigned contract number begins with an "A". Contract numbers assigned after May 2015 begin with a "G".
- The grant agreement is for a state funded program and does not use the boilerplate State Funded Grant Agreement, FDOT Form No. 525-010-60.
- Grant agreement includes budget from years prior to FY 2018.

### **IMPLEMENTATION (required)**

Grant agreements executed using the outdated and noncompliant boilerplates cannot be amended from this point forward without Director approval. If the grant manager receives approval for a time extension, amendment or supplemental agreement to the original grant agreement, the grant manager must update the agreement with the compliant financial and audit terms and conditions.

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- Grant agreements with an assigned contract number beginning with the letter “A” must be closed when possible. Payments processed to DFS that tie back to these grant agreements generate audit findings that are non-compliant.
- Grant agreements with an assigned contract number beginning with the letter “G” but use a custom or modified boilerplate that lacks the required financial and audit terms and conditions must be closed when possible.
- Time extensions by letter may not be processed on non-compliant grant agreements. Time extensions require Director Approval. Time extensions shall only be granted by supplemental agreement and require the financial and audit terms and conditions be updated concurrently.
- Amendments or supplemental agreements may not be processed on non-compliant grant agreements without Director Approval. Amendments or supplemental agreements shall include updated financial terms and conditions.

## **CONTACT**

If you have any questions, please contact:

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SM/ Imm/lw

Attachments:

LAP Agreement Analysis.xls  
State Local Programs Agreement Analysis.xls