

# Sample Format for DESIGNATED SIGNATURE OF AUTHORITY

PLACE ON YOUR ORGANIZATION/COMPANY/AGENCY LETTERHEAD

RE: DESIGNATED SIGNATURE OF AUTHORITY FOR FTA ASSISTANCE AWARDS

The *(Name of the Applicant/Recipient)* hereby designates *(the Full Name and Title of the Applicant/Recipient's officer or employee or other individual )*[and the *(Full Name and Title of Applicant/Recipient's officer or employee or other individual, if more than one individual is designated)*] as authorized to access the Federal Transit Administration's (FTA) Electronic Application/Award Management System, also referred to as the Transit Award Management System (TrAMS), and use a Personal Identification Numbers (PIN) to execute the annual Certifications and Assurances issued by the Federal Transit Administration (FTA), to transmit and submit all applications to FTA for Federal assistance (or amendments thereafter), and to execute all awards of FTA assistance on behalf of the officials named below, thus binding the Applicant/Recipient's compliance with FTA's requirements.

\_\_\_\_\_ (date)

*(Signature)*      *(Name of the Applicant/Recipient's Chief Executive Officer)*  
*(Title of the Applicant/Recipient's Chief Executive Officer)*

\_\_\_\_\_ (date)

*(Signature)*      *(Name of the Applicant/Recipient's Legal Counsel)*  
*(Title of the Applicant/Recipient's Legal Counsel)*