**Designation of Authority for FTA Systems User Manager**

[[*Date*]]

Dear Federal Transit Administration,

|  |  |
| --- | --- |
| **FTA Recipient Organization:** | [[*Empire Transit Company*]] |
| **Agency Acronym:** | [[*ETC*]] |
| **TEAM ID:**  | [[*xxxx*]] |
|
| **NTD ID:** | [[*xxxx*]] |

Has identified the following individual(s) to serve as User Managers

|  |  |  |
| --- | --- | --- |
|  | **User Manager 1** | **User Manager 2**  |
| ***(If applicable)*** |
| **Full Name:** | [[*Mr. / Ms. First Name Last Name*]] | [[*Mr. / Ms. First Name Last Name*]] |
| **Title:** | [[*Position within Organization*]] | [[*Position within Organization*]] |
| **Email Address:** | [[*user@email.com*]] | [[*user@email.com*]] |
| **Phone:** | [[*xxx*-*xxx*-*xxx*]] | [[*xxx*-*xxx*-*xxx*]] |
|  **Applicable FTA System**  | TrAMS:  | TrAMS:  |
| **(Yes/No)** |
|   | NTD:  | NTD:  |

Authority is granted to create, modify, and deactivate accounts for employees of *(Name of FTA Grant Recipient Organization)* to the individual(s) listed above.

Sincerely,

[[*Insert Signature*]]

[[*CEO’s Full Name*]]

[[*Position within Organization*]]