



U.S. Department
of Transportation
**Federal Transit
Administration**

FTA O 1100.50E

December 15, 2016

**Subject: FEDERAL TRANSIT ADMINISTRATION
DELEGATIONS OF AUTHORITY**

1. **PURPOSE.** By this order, the Federal Transit Administrator (Administrator) delegates to the Executive Management Team of the Federal Transit Administration (FTA), powers and authorities the Secretary of Transportation has delegated by Federal regulation or otherwise to the Administrator, and sets forth requirements by which future delegations may be made.
2. **CANCELLATION.** This order cancels:

FTA Order 1100.50D, “Delegations of Authority,” dated 5-09-11.
3. **REFERENCES.**
 - a. FTA Order 1097.1G, “Federal Transit Administration Executive Management Team,” dated 6-26-13.
 - b. FTA Order 1100.1N, “Authority of Administrator and Deputy Administrator—Line of Succession,” dated 12-15-15.
 - c. FTA Order 1100.45 Change 19, “Federal Transit Administration Organization Manual,” dated 12-20-16.
4. **DEFINITIONS.**
 - a. **Delegation of Authority.** For purposes of this order, a delegation of authority is the grant of authority by the Administrator to an Executive Management Team member, acting in his or her own name and title, to execute a specific power or perform a specific duty, which action will have the legal force and effect of an official action by the Administrator under Federal law, regulation, directive, or Executive Order.
 - b. **Redelegation of Authority.** For purposes of this order, a redelegation of authority is the grant of authority by an Executive Management Team member, to a subordinate FTA official, acting in his or her own name and title, to execute a specific power or perform a specific duty on behalf of the Executive Management Team member, which action shall have the legal force and effect of an official action of the Executive Management Team member under Federal law, regulation, directive, or Executive Order.

Distribution: FTA Headquarters Offices (T-W-2)
FTA Regional Offices (T-X-2)

OPI: Office of Management
Planning

- c. Federal transit laws. The term "Federal transit laws" used in this order refers to the Federal enabling legislation for the Federal transit program, much of which is codified at 49 U.S.C. §§ 5301 et seq.

5. GENERAL.

- a. Delegations of authority officially establish accountability and responsibility for completing FTA actions and designate the FTA official with the legal authority to undertake the specific duty or task.
- b. In exercising the powers and performing the duties delegated, or redelegated, the FTA official must comply with all applicable Federal laws, Executive Orders, regulations, policies, standards, administrative procedures, and other requirements that may be imposed on the FTA program.

6. CRITERIA FOR ESTABLISHING A DELEGATION OF AUTHORITY. A

delegation of authority must convey authority to the delegated official in his or her name and title to sign or otherwise enter into an agreement, or to take an official action having the legal effect of binding FTA on behalf of the Federal Government. The Administrator has not already made formal delegations of authority to describe ongoing administrative or program functions assigned to FTA offices. (FTA Order 1100.45, "Federal Transit Administration Organization Manual," describes each office's mission and functions, and should be used for this purpose.)

The routine, procedural concurrence by one office in another's action does not constitute a delegation of authority and is not stated in this order unless the concurrence to a delegation is required by a higher official. Under this situation, the concurrence represents a limitation or restriction to the delegation to the lower official and, therefore, must be stated. Similarly, the assignment of supervisory duties to an official is a function of a position description and does not constitute a delegation of authority.

To be valid, a delegation of authority must be included in this order or issued in writing by the Administrator. A delegation of authority to a FTA official may encompass any official action that:

- a. Provides a specific privilege or status to another party;
- b. Assigns a duty to another party;
- c. Waives, permits, or approves a third party's action or the right to act in some manner;
- d. Enters FTA into a binding agreement, contract, or other obligational arrangement with a recipient, contractor, or other third party;
- d. Awards Federal funds to an eligible recipient of Federal assistance;
- e. Promulgates a formal policy, position, or procedure on behalf of FTA;

- f. Makes a formal determination of noncompliance with various Federal laws or regulations; and
- g. Certifies formal records and other documents.

7. LINE OF AUTHORITY. The exercise of powers and performance of duties delegated by this order are governed by the following provisions:

- a. The Deputy Administrator and Executive Director assist the Administrator in the discharge of his or her responsibilities with authority to act for the Administrator, except where specifically limited by law, order, regulation, or instructions of the Administrator; and
- b. This order sets forth the principal delegations made by the Administrator to members of the Executive Management Team and other FTA staff as identified.

8. POLICY.

- a. The Administrator reserves the authority to redelegate authorities to Executive Management Team members.
- b. The Administrator reserves the authority to rescind a delegation without written notification. The terms of the rescission are determined by the Administrator and may include total, partial, permanent, or temporary rescission of any delegated authority.
- c. Only the Administrator may delegate authority between or among Executive Management Team members.
- d. Authority delegated to an Executive Management Team member may be redelegated by that official to a reporting subordinate official, unless specifically prohibited.
- e. Redelegations must be in writing, with copies provided to each delegate and to the Associate Administrator for Administration for retention as the official documentation of FTA redelegations.
- f. Each Executive Management Team member continues to be responsible to the Administrator for the proper execution of those authorities redelegated to a lower official. Authorities so delegated are also retained by the delegating official.
- g. All new delegations of authority or changes thereto must meet at least one of the criteria established in section 6, "Criteria for Establishing a Delegation of Authority" and must be formally documented in this order.

9. PROCEDURES FOR ADDITIONS AND MODIFICATIONS TO DELEGATIONS OF AUTHORITY.

- a. Upon identification of the need to add or modify delegations of authority, the responsible Executive Management Team member shall notify the Office of Administration of the delegation proposal.
- b. Upon notification of the draft additions or modifications, the originating organizational unit shall submit all required documentation to the Office of Administration, which will:
 - (1) Coordinate formally or informally with the Office of Chief Counsel and other affected FTA headquarters and regional offices;
 - (2) Coordinate any recommended modifications with the submitting office;
 - (3) Forward a page change, along with appropriate recommendations, for transmission to the Administrator; and
 - (4) Make provision for publication of a page change to this order in the FTA directives system, after approval by the Administrator.

(Original Signed by Carolyn Flowers)

Carolyn Flowers
Acting Administrator

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CHAPTER I

RESERVATIONS TO THE ADMINISTRATOR

The following authorities are reserved to the Federal Transit Administrator and to the Deputy Administrator or Executive Director when acting in the capacity of the Administrator, except that when a lower-ranking official is performing the duties of the Administrator pursuant to FTA Order 1100.IN, “Authority of Administrator and Deputy Administrator–Line of Succession,” that official shall have the power to exercise these authorities.

1. PROGRAM RELATED.

- a. Issue, amend, revoke, and waive provisions of FTA regulations and circulars pertaining to all aspects of the Federal Transit Program, unless prohibited by Federal law.
- b. Approve 49 U.S.C. § 5312 and § 5314 program plans and their amendments, and investment strategies.
- c. Approve Letters of No Prejudice for Capital Investment Grant Program projects.
- d. Approve projects, obligate funds, and sign/execute full funding grant agreements and small starts grant agreements, awards and scope amendments thereto under the Capital Investment Grant Program.
- e. Approve and issue letters of intent and early systems work agreements as authorized under the Capital Investment Grant Program in by 49 U.S.C. § 5309(g)(4).
- f. Approve requests for alternative forms of compliance with accessibility standards by means of equivalent facilitation. Makes determinations of the historic character of remanufactured vehicles for purposes of 49 CFR 37.75(d) & (e) and 37.83(d) & (e). (See the Associate Administrator for Civil Rights’ delegations of authority on this subject.)
- g. Approve enforcement actions proposed in response to a determination that a recipient is not in compliance with the DOT Disadvantaged Business Enterprise (DBE) regulation, the DOT Title VI regulation, or the DOT Americans with Disabilities Act (ADA) regulations. (See the Associate Administrator for Civil Rights’ delegations of authority on this subject).
- h. Approve resolution of appeals concerning damages assessed under Davis-Bacon and related acts. Concur in recommendations made by Regional Administrators to the Secretary of Labor concerning the reduction or waiver of damages in excess of \$500.

- i. Approve waivers covering those third party contract actions which a grantee is not authorized to take under FTA Circular 4220.1F, "Third Party Contracting Guidance," but for which authority exists to make exceptions.
- j. Approve requests for waivers from FTA requirements by recipients and subrecipients affected by national or regional emergencies.
- k. Issue general directives and safety advisories for public transportation safety as authorized by 49 U.S.C. 5329(f) and 49 CFR part 670.
- l. Issue decisions on petitions for reconsideration for special directives for public transportation safety as authorized by 49 U.S.C. 5329(f) and 49 CFR part 670.
- m. Issue restrictions and prohibitions as authorized by 49 U.S.C. 5329(h).
- n. Make determinations as to whether a State Safety Oversight Program is not providing adequate oversight in accordance with 49 U.S.C. 5329(e)(8) and approve FTA administration of a State's Safety Oversight Program until the State has developed an adequate State Safety Oversight Program.

2. ADMINISTRATIVE.

- a. Administrative expenses. Approve the annual operating plan provided to Congress.
- b. Official reception and representation expenses. Approve each obligation and expenditure. May be redelegated only to the Deputy Administrator.
- c. Workshops and conferences. Approve all workshops and conferences sponsored by FTA and requiring the use of Federal administrative or program funds.
- d. Human Resources.
 - (1) Select individuals for positions in the Senior Executive Service in accordance with applicable DOT procedures.
 - (2) Awards.
 - (a) Approve FTA annual Administrator's awards.
 - (b) Approve nominations for the Secretary's honorary awards.
 - (c) Approve total awards compensation for employees that exceed the DOT performance based caps, as required by DOT policy.

- e. Travel.
 - (1) Approve nonroutine foreign travel (including foreign invitational travel) of fewer than five employees. This authority may not be redelegated.
 - (2) Approve gifts of travel under the Foreign Gifts Act (when fewer than five). This authority may not be redelegated.
 - (3) Approve the acceptance of travel payments involving foreign travel (when fewer than five). This authority may not be redelegated.
 - (4) Approve all Premium Class Domestic travel. This authority may not be redelegated.
 - (5) Approve all routine foreign travel.
- f. Organization Changes. Approve all headquarters and regional organization changes. (The Secretary approves all of the Department's first level organization changes.)
- g. Audits and Investigations. Approves FTA's responses to Office of Inspector General (OIG) and General Accounting Office (GAO) final headquarters audit reports, and National Transportation Safety Board investigations. (See the Associate Administrator for Budget and Policy's delegations of authority on this subject.)
- h. Signatory Authority.
 - (1) Sign all correspondence pertaining to the Federal transit program:
 - (a) Setting forth newly established FTA policy; and
 - (b) Addressed to:
 - 1 The Secretary or Deputy Secretary of Transportation;
 - 2 White House officials;
 - 3 The Director of the Office of Management and Budget;
 - 4 Members of the Cabinet;
 - 5 Heads of independent agencies; and

6 Members of Congress and State Governors,

except where specifically assigned under delegations to the Deputy Administrator, Executive Director, or Executive Management Team.

(2) Publications:

- (a) Approve and sign all FTA directives except general administrative directives (See Chapter I section 1(K) for safety directives and Chapter XIV section G(1)).
- (b) Approve all major policy statements and documents. Approve all publications in the Federal Register except publications related to "Buy America" waivers, notices of hearings and meetings, information collection requests, notices of FTA environmental actions, and availability of documents concerning the environmental evaluation process.
- (c) In accordance with departmental policy, approve FTA's position on proposed departmental organization directives (See the Associate Administrator for Administration's delegations of authority on this subject).

CHAPTER II

DELEGATIONS OF AUTHORITY TO THE DEPUTY ADMINISTRATOR

1. SPECIAL DELEGATIONS.

- a. Grantee Debarments. Serve as Debarring Official for purposes of 2 C.F.R. part 180 and 2 C.F.R. part 1200 for actions undertaken against FTA recipients, approve debarments, voluntary exclusions, extensions, reductions of period or scope, and participation in particular transactions with consultation with the Chief Counsel.
- b. Grantee Suspensions. Serve as Suspending Official for purposes of 2 C.F.R. part 180 and 2 C.F.R. part 1200 for actions undertaken against FTA recipients, approve suspensions, modifications or terminations of suspensions, and participation in a particular transaction with consultation with the Chief Counsel.
- c. Issue special directives for safety as authorized by 49 U.S.C. 5329(f) and 49 CFR part 670. (See the Administrator's delegations of authority on this subject.)
- d. Concurs on all travel of participants to external meetings and conferences requiring prior submission to the Secretary for approval.
- e. Approve final denial and appeals for public information materials requested under the Freedom of Information Act (FOIA).
- f. Accept all gifts to FTA in accordance with government travel regulations and 49 U.S.C. 326 (nontravel gifts), except travel related gifts from the Transportation Research Board (TRB). (See the authority for the Chief Counsel for travel related gifts from TRB.)

2. GENERAL ADMINISTRATIVE AUTHORITY. Refer to Chapter IV for a listing of administrative delegations of authority granted by the Administrator.

3. GENERAL LIMITATIONS OF AUTHORITY. Refer to Chapter V for a listing of limitations of authority that circumscribe the powers and performance of duties delegated above.

CHAPTER III

DELEGATIONS OF AUTHORITY TO THE EXECUTIVE DIRECTOR

1. SPECIAL DELEGATIONS.

- a. Approve oversight program plans and their amendments, and investment strategies.
- b. Administrative expenses. Approve reallocations of administrative funds that exceed 5% Operating Plan total allocation for each HQ Office or the Regions combined.
- c. Employee details. Approve all details of FTA employees that are outside of FTA.
- d. Hiring. Approve hiring for positions at the GS-14 level and above.
- e. Personnel ceilings. Approve all office personnel ceilings.
- f. Training. Approve requests for training exceeding \$10,000 per individual employee.
- g. Recommend approval to OST for employees to accept contributions and awards by nongovernment organizations.
- h. Contract Ratifications. Approve ratification of all unauthorized contractual commitments exceeding \$10,000.
- i. Approve General Working Agreements with the Volpe National Transportation Systems Center of the Research and Innovative Technologies Administration not otherwise redelegated to the Executive Management Team in this order.

2. GENERAL ADMINISTRATIVE AUTHORITY. Refer to Chapter IV for a listing of administrative delegations of authority granted by the Administrator.

3. GENERAL LIMITATIONS OF AUTHORITY. Refer to Chapter V for a listing of limitations of authority that circumscribe the powers and performance of duties delegated above.

CHAPTER IV

GENERAL ADMINISTRATIVE DELEGATIONS

The following general administrative delegations of authority are provided to the Executive Management Team for actions under their purview. (See “Special Delegations” for additional administrative authority.)

1. **COST CENTERS.** Execute the operating budget for administrative expenses for those object classes assigned to the cost center official's cost center.
2. **TRAVEL.** Approve travel budgets for their organizations.
3. **TRAVEL TO MEETINGS/CONFERENCES.** Approve travel to external meetings and conferences for fewer than 10 employees.
4. **AWARDS.** Recommend Performance, Special Act, on the Spot, Time Off Awards and quality step increases.
5. **LEAVE.** Approve leave without pay and any administrative leave up to 59 minutes. (Disapproval of court leave requires prior coordination with the Associate Administrator for Administration.)
6. **ADVANCE ANNUAL LEAVE.** Approve advance annual leave. (See the authorities of the Associate Administrator for Administration for delegations on approval of advance sick leave.)
7. **OTHER-THAN-OFFICIAL WORKING HOURS.** Authorize subordinate supervisors to approve the use of overtime, night, Sunday, and holiday work and the use of compensatory time.
8. **EMPLOYMENT, PROMOTION, POSITION CHANGE.** Select or concur in the selection by subordinate supervisors of individuals for positions up to and including GS-15 level subject to the Office of Human Resources and/or TOA approval.
9. **WITHIN-GRADE INCREASES.** Approve supervisor recommendations to deny within-grade increases with prior consultation with the HR Director are required.
10. **DETAILS.** Approve details within their organization as well as outside of and into their organization. (All other details also require higher level approval in advance. Refer to the delegations for the Executive Director Chapter III and the Associate Administrator for Administration Chapter XIV.)
11. **TRAINING.** Approve training for employees under their purview, with the concurrence of the FTA training officer. Approval is based on organizational benefits, cost constraints, workload, and equity. (Refer to Chapter III delegations for the Executive Director.)

12. **EQUAL EMPLOYMENT OPPORTUNITY.** Approve resolution of informal allegations of discrimination arising in or relating to FTA through Equal Employment Opportunity counseling or the Alternative Dispute Resolution process in consultation with the Offices of Chief Counsel, Civil Rights and Administration. Approve offers of resolution and agency final action for internal discrimination complaints in consultation with the Offices of Chief Counsel, Civil Rights and Administration. (Subject to the agency settlement authority approval requirements in the Delegations of Authority for the Associate Administrator for Administration.)
13. **CORRESPONDENCE.** Sign all general correspondence and follow-up correspondence to elected Federal officials.
14. **SUPERVISOR GENERAL ADMINISTRATIVE DELEGATIONS.** The following authorities are automatically held by Agency employees holding official supervisor positions for the employees in their work unit:
 1. Approve annual and sick leave;
 2. Approve work schedules;
 3. Approve time cards;
 4. Approve with-in grade increases;
 5. Approve performance plans;
 6. Assign performance ratings in consultation with their second-level supervisor and in compliance with the guidance from the Office of Human Resources;
 7. Approve travel orders and travel vouchers;
 8. Approve travel compensatory time;
 9. With higher level authorization, approve overtime and compensatory time;
 10. In consultation with the Office of Human Resources, propose disciplinary actions;
 11. In consultation with the Office of Human Resources and second-level supervisors, take performance-based actions;
 12. For second-level supervisors (only) decide disciplinary actions, in consultation with the Office of Human Resources;
 13. In consultation with the Office of Human Resources, decide Step 1 Grievances; and
 14. For second-level supervisors (only) decide Step 2 Grievances, in consultation with the Office of Human Resources.

CHAPTER V

GENERAL LIMITATIONS OF AUTHORITY

The delegations of authority made by the Federal Transit Administrator to the Executive Management Team are limited by:

1. Compliance with those actions reserved to the Federal Transit Administrator in Chapter I of this order;
2. The Federal Transit Administrator's right to rescind, temporarily curtail, or limit the delegation of authority;
3. Approval by the Federal Transit Administrator of a national program plan and investment strategies, (prior to an approved program plan, approval of specific projects), and approval by the Federal Transit Administrator of an annual plan for administrative expenses, for those categories of funds delegated by the Federal Transit Administrator to the Executive Management Team;
4. Compliance with all applicable laws, Executive Orders, regulations, policies, administrative procedures, and other requirements related to administration, management, and operation of the FTA program; and
5. The Federal Transit Administrator's expressly stated determination to reserve approval authority and the obligation of funds for selected projects.

CHAPTER VI

PROJECT MANAGEMENT DELEGATIONS

Executive Management Team members with responsibility to prepare grants or cooperative agreements for approval are delegated the authority to make such determinations as required in accordance with applicable laws and regulations.

Executive Management Team members assigned responsibility for managing FTA grants, cooperative agreements are provided the following project management delegations, as appropriate. Exceptions may be handled on a case-by-case basis.

1. Approve procurement requests, approve projects, obligate funds, and sign awards for grants or cooperative agreements not otherwise reserved for the Administrator's approval. This approval is contingent upon prior inclusion of the projects in a Program Plan approved by the Administrator.
2. Approve budget revisions.
3. Approve project amendments.
4. Oversee third party procurements.
5. Approve requests for project payments.
6. Approve activities concerning the acquisition and use of real property and the relocation of occupants. (Prior consultation with the Associate Administrator for Program Management is required.)
7. Issue disposition instructions concerning federally assisted real property and nonexpendable personal property.
8. Initiate actions resulting in the collection of payments due to FTA to be undertaken by the Office of Budget and Policy.
9. Approve resolution and disposition of audits required by the Office of Management and Budget (OMB) 2 CFR part 200, Subpart F "Super Circular."
10. Extend period of performance.
11. Terminate projects for cause or convenience. (Prior consultation with the Chief Counsel is required.)
12. Close projects.

CHAPTER VII

DELEGATIONS OF AUTHORITY TO THE CHIEF COUNSEL

The Chief Counsel is delegated the authority to:

1. SPECIAL DELEGATIONS.

- a. Make legal findings and determinations, as appropriate, in the award of projects under 49 U.S.C. Chapter 53, applicable public transportation-related provisions of Title 23, United States Code, and other Federal transit laws. This authority may be redelegated to a designee.
- b. Make legal determinations, as appropriate, under FOIA.
- c. Approve appearance of FTA employees in FTA-related legal proceedings and clear any prepared testimony to be submitted therein.
- d. Accept travel related gifts from the Transportation Research Board to FTA in accordance with government travel regulations. (See the authority for the Deputy Administrator for all other gift acceptance (travel and non-travel).
- e. Make decisions on requests for charter bus exemptions and on complaints filed by private charter bus operators pursuant to 49 U.S.C. § 5323(d).
- f. Make decisions on complaints filed by private school bus operators pursuant to 49 U.S.C. § 5323(f).
- g. Implement FTA's "Buy America" requirements by:
 - (1) Approving publication of Notices of "Buy America" waivers in the Federal Register;
 - (2) Approving Buy America waivers requested under 49 C.F.R. §§ 661.7(b) and 661.7(g), public interest provision and request for manufacturers for component waivers; and
 - (3) Conducting "Buy America" investigations in accordance with 49 U.S.C. § 5323(j) and 49 C.F.R. Part 661.

2. GENERAL ADMINISTRATIVE DELEGATIONS. Refer to Chapter IV for a listing of the administrative delegations of authority granted by the Administrator.

3. GENERAL LIMITATIONS OF AUTHORITY. Refer to Chapter V for a listing of limitations of authority that circumscribe the powers and performance of duties delegated above.

CHAPTER VIII

DELEGATIONS OF AUTHORITY TO THE ASSOCIATE ADMINISTRATOR OF COMMUNICATIONS AND CONGRESSIONAL AFFAIRS

The Associate Administrator of Communications and Congressional Affairs is delegated the authority to:

1. SPECIAL DELEGATIONS.

- a. Approve all written articles, media interviews, and press releases when an FTA employee represents or acts in an official capacity.
- b. Authorize the use of the automatic signature pen, upon specific, case-by-case, written direction of the Administrator.
- c. Approve release of grants which require Secretarial clearance before obligation.
- d. Approve oral and written testimony for Congressional hearings at which FTA has a witness.

2. GENERAL ADMINISTRATIVE DELEGATIONS. Refer to Chapter IV for a listing of administrative delegations of authority granted by the Administrator.

3. GENERAL LIMITATIONS OF AUTHORITY. Refer to Chapter V for a listing of limitations of authority that circumscribe the powers and performance of duties delegated above.

CHAPTER IX

DELEGATIONS OF AUTHORITY TO THE ASSOCIATE ADMINISTRATOR FOR CIVIL RIGHTS

The Associate Administrator for Civil Rights is delegated the authority to:

1. SPECIAL DELEGATIONS.

- a. Make project determinations and execute project management delegations, as appropriate, for technical studies authorized by 49 U.S.C. § 5305; research, development, demonstrations, and deployments authorized by 49 U.S.C. § 5312(b); and human resources programs authorized by 49 U.S.C. § 5314(b). (See the authorities for the Associate Administrators for Budget and Policy; Planning and Environment; Program Management; Transit Safety and Oversight; and Research, Demonstration and Innovation; for their particular delegations on this subject.)
- b. Make civil rights and equal opportunity determinations to ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, disability, or age be excluded from participation in, denied the benefits of, or be subject to discrimination under any FTA project, program, or activity.
- c. Determine grantee compliance with the nondiscrimination provisions of 49 U.S.C. § 5332; disadvantaged business enterprise provisions of 49 C.F.R. Part 26; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; and in consultation with the Administrator and Chief Counsel.
- d. Determine or negotiate enforcement actions against grantees for noncompliance with civil rights requirements, in consultation with the Administrator and Chief Counsel.

2. GENERAL ADMINISTRATIVE DELEGATIONS. Refer to Chapter IV for a listing of the administrative delegations of authority granted by the Administrator.

3. GENERAL LIMITATIONS OF AUTHORITY. Refer to Chapter V for a listing of the limitations of authority that circumscribe the powers and performance of the duties delegated above.

4. PROJECT MANAGEMENT DELEGATIONS. Refer to Chapter VI for a listing of the project management delegations of authority, as appropriate.

CHAPTER X

DELEGATIONS OF AUTHORITY TO THE ASSOCIATE ADMINISTRATOR FOR BUDGET AND POLICY

The Associate Administrator for Budget and Policy is delegated the authority to:

1. SPECIAL DELEGATIONS.

- a. Make project determinations and execute project management delegations, as appropriate, for research, development, demonstrations, and deployments authorized by 49 U.S.C. § 5312(b); and human resources programs under 49 U.S.C. § 5314. (See the authorities for the Associate Administrators for Planning and Environment; Program Management; Civil Rights, Transit Safety and Oversight, and Research, Demonstration and Innovation; for their particular delegations on this subject.)
- b. Approve and issue allotments, allocations of funds, and operating budgets to cost centers for all program accounts and administrative expense budget.
- c. Designate certifying officers.
- d. Settle and pay employee claims up to \$5,000 for personal property lost or damaged incident to employment with FTA.
- e. Waive or deny claims regardless of the amount for erroneous payment of pay and allowances, and of travel, transportation, relocation expenses and allowances.
- f. Issue operating budgets in the amounts approved by the Executive Director when the Executive Director signs specific project approvals, or approves a program plan.
- g. Approve actual travel expenses.
- h. Approve FTA's response to OIG and GAO draft headquarters audit reports. (Prior consultation with the Chief Counsel is required. See the Administrator's delegations of authority on this subject.)

2. GENERAL ADMINISTRATIVE DELEGATIONS. Refer to Chapter IV for a listing of the administrative delegations of authority granted by the Administrator.

3. GENERAL LIMITATIONS OF AUTHORITY. Refer to Chapter V for a listing of limitations of authority that circumscribe the powers and performance of the duties delegated above.

4. PROJECT MANAGEMENT DELEGATIONS. Refer to Chapter VI for a listing of the project management delegations of authority, as appropriate.

CHAPTER XI

DELEGATIONS OF AUTHORITY TO THE ASSOCIATE ADMINISTRATOR FOR PLANNING AND ENVIRONMENT

The Associate Administrator for Planning and Environment is delegated the authority to:

1. SPECIAL DELEGATIONS.

- a. Make project determinations and execute project management delegations, as appropriate, for the planning programs authorized by 49 U.S.C. § 5303, 5304, and 5305; cooperative research programs authorized by 49 U.S.C. §5312(i); the fixed guideway capital investment program authorized by 49 U.S.C. §5309; the research, development, demonstration and deployment program authorized by 49 U.S.C. § 5312(b). (See the authorities for the Associate Administrators for Budget and Policy; Program Management; Civil Rights; Transit Safety and Oversight; and Research, Demonstration and Innovation; for their particular delegations on this subject.);
- b. Make a determination of (non) compliance of the adequacy of the information submitted, and underlying technical assumptions, for determining that a particular Capital Investment Grant Program project is justified based on the applicable project justification and financial commitment criteria and prepare the supporting ratings;
- c. Acceptance of the initiation of project development and the approval in the advancement into engineering of fixed guideway capital investment projects in accordance with 49 U.S.C. § 5309. Prior concurrence of the Associate Administrators for Program Management and Regional Administrator is required; and
- d. Approve notices of FTA environmental actions for publication in the Federal Register.

2. GENERAL ADMINISTRATIVE DELEGATIONS. Refer to Chapter IV for a listing of the administrative delegations of authority granted by the Administrator.

3. GENERAL LIMITATIONS OF AUTHORITY. Refer to Chapter V for a listing of limitations of authority that circumscribe the powers and performance of the duties delegated above.

4. PROJECT MANAGEMENT DELEGATIONS. Refer to Chapter VI for a listing of the project management delegations of authority, as appropriate.

CHAPTER XII

DELEGATIONS OF AUTHORITY TO THE ASSOCIATE ADMINISTRATOR FOR PROGRAM MANAGEMENT

The Associate Administrator for Program Management is delegated the authority to:

1. SPECIAL DELEGATIONS.

- a. Make project determinations and execute project management delegations, as appropriate, for urbanized area formula program authorized by 49 U.S.C. § 5307; Capital Investment Grant Program authorized by 49 U.S.C. § 5309; formula grants for the enhanced mobility of seniors and individuals with disabilities authorized by 49 U.S.C. § 5310; the Pilot Program for innovative coordinated access and mobility authorized by Section 3006(b) of the FAST Act; formula grants for rural areas authorized by 49 U.S.C. § 5311; public transportation emergency relief program authorized by 49 U.S.C. § 5324; state of good repair grants authorized by 49 U.S.C. § 5337; bus and bus facilities formula grants authorized by 49 U.S.C. § 5339; and apportionments to growing states and high density states authorized by 49 U.S.C. § 5340; Positive Train Control grants authorized by Section 3028 of the FAST Act; Transportation Investment Generating Economic Recovery (TIGER) competitive grants; and Transportation Infrastructure Finance and Innovation Act (TIFIA) loans. (See the authorities for other Headquarters and Regional Administrator delegations, for their particular delegations on these subjects.);
- b. Execute project management for targeted research, development, demonstrations, and deployments authorized by 49 U.S.C. § 5312(b). (See the authorities for the Associate Administrators for Budget and Policy; Planning and Environment; Civil Rights; Transit Safety and Oversight and Research, Demonstration and Innovation; for their particular delegations on this subject.);
- c. Make project determination and execute project management delegations for technical assistance authorized by 49 U.S.C. § 5314. (See the authorities for the Associate Administrators for Budget and Policy; Planning and Environment; Research, Demonstration and Innovation; and Civil Rights, for their particular delegations on this subject.);
- d. Approve requests to transfer funds identified for highway projects to the Federal Highway Administration for highway purposes pursuant to 49 U.S.C. § 5334(i);
- e. Manage and execute projects as appropriate to carry out the mission of the Coordinating Council on Access and Mobility as defined in Executive Order on Human Service Transportation Coordination (E.O. 13330) and the Mobility for Seniors and Individuals with Disabilities Program 49 U.S.C. § 5310.

- f. Make project determinations and execute project management delegations, as appropriate, for Project Management Oversight authorized by 49 U.S.C. § 5327 and for technical assistance and the oversight authorized under 49 U. S. C. 5338.
- 2. **GENERAL ADMINISTRATIVE DELEGATIONS.** Refer to Chapter IV for a listing of the administrative delegations of authority granted by the Administrator.
- 3. **GENERAL LIMITATIONS OF AUTHORITY.** Refer to Chapter V for a listing of limitations of authority that circumscribe the powers and performance of the duties delegated above.
- 4. **PROJECT MANAGEMENT DELEGATIONS.** Refer to Chapter VI for a listing of the project management delegations of authority, as appropriate.

CHAPTER XIII

DELEGATIONS OF AUTHORITY TO THE ASSOCIATE ADMINISTRATOR FOR RESEARCH, DEMONSTRATION AND INNOVATION

The Associate Administrator for Research, Demonstration and Innovation is delegated the authority to:

1. SPECIAL DELEGATIONS.

Make project determinations and execute project management delegations, as appropriate, for research, development, demonstration, and deployment projects authorized by 49 U.S.C. § 5312 Transit Cooperative Research Program authorized by 49 U.S.C. § 5312(i); Technical Assistance and Workforce Development authorized by 49 U.S.C. § 5314; National Transit Institute authorized by 49 U.S.C. § 5314(c);; Low or no emission vehicle component assessment authorized by 49 U.S.C. § 5312(h); Bus testing facility and new bus model testing authorized by 49 U.S.C. § 5318; Human resource and programs authorized by 49 U.S.C. § 5314; (See the authorities for the Associate Administrators for Budget and Policy; Planning and Environment; Civil Rights; and Transit Safety and Oversight for their particular delegations on these subjects.) Make environmental findings and approve environmental review documents in accordance with 23 C.F.R. Part 771 for cooperative agreements within the Associate Administrator's approval authority.

2. GENERAL ADMINISTRATIVE DELEGATIONS. Refer to Chapter IV for a listing of the administrative delegations of authority granted by the Administrator.

3. GENERAL LIMITATIONS OF AUTHORITY. Refer to Chapter V for a listing of limitations of authority that circumscribe the powers and performance of the duties delegated above.

4. PROJECT MANAGEMENT DELEGATIONS. Refer to Chapter VI for a listing of the project management delegations of authority, as appropriate.

CHAPTER XIV

DELEGATIONS OF AUTHORITY TO THE ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION

The Associate Administrator for Administration is delegated the authority to:

1. SPECIAL DELEGATIONS.

a. Human Resources: Leave.

- (1) Approve all advanced sick leave.
- (2) Approve all Medical Telework and Family and Medical Leave Requests.
- (3) Approve all extended leave without pay in excess of 30 days.
- (4) Approve the restoration of accrued annual leave forfeited due to statutory limitations.
- (5) Approve all requests for exemption from jury service.

b. Human Resources: General.

- (1) Approve details between offices within FTA and advise the Executive Director on approval requests for details outside of FTA.
- (2) Approve the initiation, evaluation and adjudication of personnel suitability and security investigations and the granting of clearances.
- (3) Approve agency responses to Reasonable Accommodation Requests.
- (4) Approve the removal of FTA employees and other disciplinary actions in consultation with the Office of Chief Counsel. The Associate Administrator for Administration shall delegate authority on a case-by-case basis.
- (5) Approve all final employment related settlements requiring expenditure of funds or personnel actions, in consultation with the Office of Chief Counsel.
- (6) Approve all waivers for reimbursement from course withdrawals, education employment commitments, and Permanent Change of Station (PCS) employment commitments where permitted by regulation.
- (7) Approve waivers from the bi-weekly cap on compensatory time/overtime pay. (The annual cap cannot be waived.)

- (8) Approve all training requests with reference to OPM, DOT and FTA rules (Agency Training Officer).
 - (9) Approves all relocation/PCS travel authorizations and expenditures.
 - (10) Exercises the authority to negotiate and administer contracts with labor organizations, consult with labor organizations on behalf of management, and represent FTA in labor disputes involving third parties that are authorized to settle such disputes.
 - (11) Approve optional exceptions to HR regulatory authorities, where waiver is permitted by law.
- c. Facilities and Space Management.
- (1) Approve all Headquarters and Regional Office space/lease obligations & Occupancy Agreements.
 - (2) Approve findings and recommendations of the Survey Board or Survey Officer concerning lost, stolen, or damaged Government property.
 - (3) Approve work orders or requisitions for space adjustments, alterations, personnel moves and telecommunications orders.
 - (4) Approve requests for property acquisition and disposal under established fund limitations.
- d. Chief Information Officer (CIO).
- (1) Approves all investments, Enterprise Architecture decisions, and Information Resource Management (IRM) plans.
 - (2) As the FTA CIO, approve all information technology plans, budgets, and expenditures, for all FTA offices and regions for incorporation into the composite FTA budget and operating plans; as required by the Federal Information Technology Acquisition Reform Act, (FITARA).
 - (3) As the FTA CIO, approve all procurements for IT purchases, as required by FITARA.
 - (4) Authorizes all FTA systems to operate under the Federal Information Security Management Act (FISMA).
 - (5) Authorizes actions necessary to enforce the IT rules of behavior and to protect the security and integrity of FTA systems and data.

- e. Budget.
 - (1) Approve the obligations for all TAD, Central and Working Capital Fund (WCF) cost centers.
 - (2) Make operating budget adjustments within the Administrative Expense Accounts managed by the Office of Administration in consultation with the Office of Budget and Policy.
- f. Acquisition Management.
 - (1) As the Head of the Contracting Activity for the agency, approve the procurement authorities outlined in the Federal Acquisition Regulation, Federal Acquisition Regulation, Transportation Acquisition Regulation and the Transportation Acquisition Manual.
 - (2) Appoint Contracting Officers.
 - (3) Approve ratification of all unauthorized contractual commitments up to \$10,000.
 - (4) As the FTA Debarring Official for third party contractors and individuals, approve debarments, voluntary exclusions, extensions, reduction of period or scope, and participation in particular transactions, in consultation with the Office of the Chief Counsel.
 - (5) As the FTA Suspending Official for third party contractors and individuals approve suspensions, modifications, or terminations of suspensions, and participation in a particular transaction, in consultation with the Office of the Chief Counsel.
 - (6) As the FTA Debarring and Suspension Official, suspend or debar a contractor from direct Federal procurement transactions.
- g. Management Planning and Information.
 - (1) Approve and sign general administrative directives implementing departmental guidelines, or with limited agency-wide impact.
 - (2) Approve FTA's position on all proposed departmental administrative directives.
 - (3) Approve final decisions concerning the granting of access to, or the amendment of, records pertaining to individuals. Final decision concerning private records requires consultation with the Chief Counsel.

- (4) Exempt systems of records pertaining to individuals from being accessed or amended.
- (5) Approve publication of Federal Register notices for paperwork collection (Paperwork Reduction Act approval) requests.
- (6) Approve the release of information under FOIA in accordance with the time limitation imposed by the Code of Federal Regulations. Approve the initial denial of issuance of records, with appropriate legal determinations by the Chief Counsel. (See the Deputy Administrator's authority for particular delegations on this subject.)

2. RESTRICTED DELEGATIONS.

- a. The Director, Office of Human Resources.
 - (1) Assigns proper pay schedules, individual pay, series, class titles, and grades to all positions and employees under the Classification Act of 1949, (see 5 CFR Part 511).
 - (2) Approves and effects all personnel actions such as appointments, promotions, demotions, reassignments, and separations.
 - (3) Has authority to enforce all Civil Service System (Title V) rules, regulations, requirements and prohibitions through-out FTA.
- b. As the Chief of the Contracting Office (COCO), the Director, Office of Acquisition Management:
 - (1) Issues Delegations of Procurement Authority; and
 - (2) Approves Contracting Officers Representatives.
- c. Contracting Officers. Are delegated the authority to:
 - (1) Enter into, modify, administer, and terminate contracts for equipment, materials, supplies, construction and services, and make related determinations and findings;
 - (2) Settle contract termination claims;
 - (3) Approve contracts; and
 - (4) Approve inter and intra-agency agreements.

3. **GENERAL ADMINISTRATIVE DELEGATIONS.** Refer to Chapter IV for a listing of the administrative delegations of authority.
4. **GENERAL LIMITATIONS OF AUTHORITY.** Refer to Chapter V for a listing of limitations of authority that circumscribe the powers and performance of the duties delegated above.

CHAPTER XV
DELEGATIONS OF AUTHORITY TO THE
ASSOCIATE ADMINISTRATOR FOR TRANSIT SAFETY AND OVERSIGHT

The Associate Administrator for Transit Safety and Oversight is delegated the authority to:

1. SPECIAL DELEGATIONS.

- a. Make appropriate determinations and execute project management delegations, as appropriate, for 49 U.S.C. 5329; the Passenger Rail Investment and Improvement Act of 2008 (PRIIA); the State Safety Oversight Program which monitors grantee compliance with 49 CFR Parts 659 and Part 674, Rail Fixed Guideway Systems, State Safety Oversight; the Drug and Alcohol Audit Program which monitors grantee compliance with 49 CFR 655, Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations and 49 CFR 40, Procedures for Transportation Workplace Drug and Alcohol Programs; the Transit Annex to the Department of Homeland Security/ Department of Transportation Memorandum of Understanding (MOU) and for Emergency Response and Management Coordination with the DOT Crisis Management Center (CMC), Office of the Secretary (OST) and FEMA Emergency Services Function 1 (ESF-1).
- b. Make project determinations and execute project management delegations, as appropriate, for program oversight reviews authorized under 49 U.S.C. 5338.
- c. Identify and execute relevant strategic and targeted research, development, demonstration and deployment projects and programs as authorized by 49 U.S.C. § 5312(b); identify and execute human resource and technical assistance projects and programs authorized by 49 U.S.C. § 5314. (See the authorities for the Associate Administrators for Budget and Policy; Program Management; Planning and Environment; Civil Rights; and Research, Demonstration and Innovation for their particular delegations on this subject.)

2. **GENERAL ADMINISTRATIVE DELEGATIONS.** Refer to Chapter IV for a listing of the administrative delegations of authority.
3. **GENERAL LIMITATIONS OF AUTHORITY.** Refer to Chapter V for a listing of limitations of authority that circumscribe the powers and performance of the duties delegated above.
4. **PROJECT MANAGEMENT DELEGATIONS.** Refer to Chapter VI for a listing of limitations of authority that circumscribe the powers and performance of the duties delegated above.

CHAPTER XVI

DELEGATIONS OF AUTHORITY TO THE REGIONAL ADMINISTRATORS

For those functions within their region:

1. SPECIAL DELEGATIONS.

- a. Make environmental findings and approve environmental review documents in accordance with 23 C.F.R. Part 771 for projects within the Regional Administrator's grant approval authority or recommendation authority. These findings and documents include, but are not limited to, those required by the National Environmental Policy Act (NEPA); 49 U.S.C. § 303 (historically referred to as "Section 4(f)"); Section 106 of the National Historic Preservation Act; Endangered Species Act, 16 U.S.C. § 1536 and the Magnuson Stevens Fisheries Conservation Act, 16 U.S.C. § 1801; and Executive Orders 11988 (Floodplain Management), 11990 (Wetland Protection), and 12898 (Environmental Justice). Prior concurrence by the Associate Administrator for Planning and Environment is required for a Draft or Final Environmental Impact Statement on any project whenever such concurrence authority has been requested by the Associate Administrator for Planning and Environment. Each Final Environmental Impact Statement and all Section 4(f) approvals under §§774.3(a) and 774.3(c) are subject to a legal sufficiency review by the Office of Chief Counsel prior to approval by the Regional Administrator.
- b. Approve memoranda of understanding (MOUs) and agreement (MOAs) related to the environmental review process, jointly with other Federal, State or local governmental agencies or authorities. These MOUs and MOAs include, but are not limited to, Section 106 (historic preservation) agreements, MOUs to establish NEPA roles and responsibilities on projects involving multiple Federal agencies, and authorizations under 23 U.S.C. 139(j) and, in consultation with TPE, MOUs to delegate NEPA authority through authorities such as 23 U.S.C. 326.
- c. Approve regional projects and obligate funds; make project determinations and execute project management delegations, as appropriate, under 49 U.S.C. §§ 5303, 5304, 5305, and the regional portion of 5312(b). The approval authority for 49 U.S.C. § 5312(b) is contingent upon approval of a current year Federal Register Notice on Apportionments, Allocations and Program Information by the Administrator. (See the authorities for the Associate Administrators for Program Management; Planning and Environment; Research, Demonstration and Innovation; and Civil Rights, for their particular delegations on this subject.)

- d. Approve regional projects and obligate funds; make project determinations and execute project management delegations, as appropriate, under 49 U.S.C. §§ 5307, urbanized formula; 5310, formula grants for the enhanced mobility of seniors and individuals with disabilities; the pilot program for innovative coordinated access and mobility authorized by Section 3006(b) of the FAST Act; 5311, formula grants for rural areas; 5324, public transportation emergency relief; 5337, state of good repair; and 5339, bus and bus facilities formula; title 23, U.S.C. (flexible highway programs); Positive Train Control grants authorized by Section 3028 of the FAST Act; Transportation Investment Generating Economic Recovery (TIGER) competitive grants; and Transportation Infrastructure Finance and Innovation Act (TIFIA) loans. This approval authority is contingent upon approval of a current year Federal Register notice on Apportionments, Allocations and Program Information by the Administrator.
- e. Approve regional projects and obligate funds; make project determinations and execute project management delegations, as appropriate, under 49 U.S.C. 5309, fixed guideway capital investments, if covered by an existing full funding grant agreement, project construction grant agreement, or small starts grant agreement. This approval authority is contingent upon approval of a current year Federal Register notice on Apportionments, Allocations and Program Information by the Administrator. (See the Administrator's reservation of authorities on this subject.)
- f. Approve Letters of No Prejudice for projects within the Regional Administrators' approval authority with the exception of Capital Investment Grant Program projects (see the Administrator's reservations of authorities on this subject).
- g. In consultation with TPE and TPM, recommend approval of projects, make project determinations and execute project management activities, as appropriate, for Capital Investment Grant Program projects under 49 U.S.C. § 5309, that are not covered by existing full funding grant agreements or other agreements, or other construction grant agreements.
- h. Approve deferment of local share for projects within the Regional Administrator's grant approval authority.
- i. Make air quality conformity findings on Metropolitan Transportation Plans and Transportation Improvement Programs (TIP) in nonattainment and maintenance areas within the region.
- j. Ensure that planning self-certifications are made by Metropolitan Planning Organizations and states in urbanized areas with the metropolitan TIPs and make Federal Planning Certifications of Transportation Management Areas (TMA) jointly with the Federal Highway Administration as required. Prior concurrence by the Associate Administrator for Planning and Environment is required for any planning certification whenever such concurrence authority has been requested. Responsible for ensuring adequacy of planning effort in non-TMA urbanized areas.

- k. Approve Unified Planning Work Programs (UPWPs).
- l. Make the Transportation Planning Finding and approve the State TIP jointly with FHWA.
- m. Reduce or waive liquidated damages up to \$500 assessed under Davis-Bacon and related acts, with resolution of appeals reserved for the Administrator. Terminate collection actions involving damages up to \$500. Approve recommendations made to the Secretary of Labor, with the Administrator's concurrence and prior consultation with the Chief Counsel, concerning the reduction or waiver of damages in excess of \$500.
- n. Approve findings required under 49 U.S.C. § 5311(c)(2)(D) prior to requesting transfer of Appalachian Development funds to the FHWA for highway projects (see the authorities of the Associate Administrator for Program Management on this subject).
- o. Resolve third party bid protests, which are submitted in accordance with FTA Circular 4220.1F.
- p. Reject a recipient's self-certification of compliance with third party contracting requirements based on a procurement system review.
- q. Participate in and provide comments on the selection of Headquarters staff assigned to a Regional Office.
- r. Provide consultation in the performance appraisals for Headquarters staff assigned to a Regional Office. Final performance ratings will continue to be the responsibility of the supervisor of record at headquarters.
- s. Review all correspondence to grantees, their contractors and correspondence to Congress by Headquarters staff assigned to a Regional Office. Regional Administrators will be expected to raise areas of concern or disagreement to the appropriate HQ EMT member to ensure appropriate resolution of those concerns.
- t. Approve publication in the Federal Register of notices related to the environmental evaluation process required by the NEPA. Prior concurrence by the Associate Administrator for Planning and Environment is required for any environmental notices for Capital Investment Grant Program projects, whenever such concurrence authority has been requested.
- u. Conduct triennial reviews, state management reviews, financial management reviews, and procurement reviews of grantees within the region and sign letters of findings for program oversight reviews.

2. **GENERAL ADMINISTRATIVE DELEGATIONS.** Refer to Chapter IV for a listing of the administrative delegations of authority granted by the Administrator.
3. **GENERAL LIMITATIONS OF AUTHORITY.** Refer to Chapter V for a listing of limitations of authority that circumscribe the powers and performance of the duties delegated above.
4. **PROJECT DETERMINATIONS.** Executive Management Team members with responsibility to prepare grants, cooperative agreements and intra-agency (within DOT) agreements for approval are delegated the authority to make such determination as required in accordance with applicable laws and regulations.

CHAPTER XVII

DELEGATIONS OF AUTHORITY TO THE REGION II REGIONAL ADMINISTRATOR FOR LOWER MANHATTAN RECOVERY

For LMRO projects and programs, the Region II Regional Administrator is delegated the authority for the Lower Manhattan Recovery projects to:

1. SPECIAL DELEGATIONS.

- a. Establish grant making, grant reporting, and oversight requirements for projects receiving funding from the 2002 Supplemental Appropriations Act for Further Recovery From and Response to Terrorist Attacks on the U.S. (Pub. L. 107-206), or from the Department of Defense Supplemental Appropriations for Recovery From and in Response to Terrorist Attacks on the U.S. (Pub. L. 107-117), with prior consultation with the Office of Chief Counsel; Associate Administrator for Program Management; and the Associate Administrator for Planning and Environment; as appropriate. This includes funds administered by FTA on behalf of the Federal Emergency Management Administration (FEMA), consistent with a Memorandum of Agreement entered into by the Department of Transportation and FEMA in August 2002 and as supplemented by a letter from FEMA to FTA dated April 16, 2003.
- b. Approve LMRO projects and obligate funds; make project determinations and execute project management delegations, as appropriate, consistent with Pub. L. 107-117 and Pub. L. 107-206, or other funds transferred to the LMRO for administration.
- c. Establish project development and construction agreements, grant making process, or other appropriate procedures for the granting and management of the Lower Manhattan funds and projects. Legal agreements need consultation with the Office of Chief Counsel.
- d. Authorize activities for preliminary engineering, final engineering and construction, for the Lower Manhattan projects, within the scope of the Regional Administrator's responsibilities.
- e. Determine design of oversight reviews and conduct such reviews (on all or a portion of triennial reviews, financial management reviews, procurement reviews) and sign letters of findings related to LMRO projects.

2. GENERAL ADMINISTRATIVE DELEGATIONS. Refer to Chapter IV of this order for a listing of the administrative delegations of authority granted by the Administrator.

3. GENERAL LIMITATIONS OF AUTHORITY. Refer to Chapter V of this order for a listing of limitations of authority that circumscribe the powers and performance of the duties delegated above.

4. **PROJECT DETERMINATIONS.** Executive Management Team members and the Director of the DC Metropolitan Office with responsibility to prepare grants, cooperative agreements and intra-agency (within DOT) agreements for approval are delegated the authority to make such determination as required in accordance with applicable laws and regulations.
5. **DELEGATIONS OF AUTHORITY TO THE REGIONAL ADMINISTRATOR.** Refer to Chapter XVI of this order for a listing of the delegations of authority to all Regional Administrators.

CHAPTER XVIII
DELEGATIONS OF AUTHORITY TO THE
REGION II REGIONAL ADMINISTRATOR FOR HURRICANE SANDY RECOVERY

For Region II projects and programs funded through the Hurricane Sandy Disaster Relief Appropriations Act of 2013 (Pub. L. 113-2), the Region II Regional Administrator is delegated the authority for the Hurricane Sandy Recovery Program to:

1. SPECIAL DELEGATIONS.

- a. Implement grant making, grant reporting, and oversight requirements for Region II projects receiving funding from the Hurricane Sandy Disaster Relief Appropriations Act of 2013 (Pub. L. 113-2) and FTA's Public Transportation Emergency Relief Program at 49 U.S.C. § 5324, with prior consultation with the Office of Chief Counsel; the Associate Administrator for Program Management; and the Associate Administrator for Planning and Environment, as appropriate. This Special Delegation includes the authority to implement grant making, grant reporting, and oversight requirements for FTA's Urbanized Area Formula Funds at 49 U.S.C. § 5307 and FTA's Rural Area Formula Funds at 49 U.S.C. § 5311 that may be administered by FTA through its Public Transportation Emergency Relief Program at 49 U.S.C. § 5324 for Hurricane Sandy projects, or any other funds transferred to the Hurricane Sandy Recovery Office.
- b. Approve Region II Hurricane Sandy projects, obligate funds, make project determinations, and execute project management delegations, in consultation and cooperation with other FTA offices as appropriate, consistent with the Hurricane Sandy Disaster Relief Appropriations Act of 2013 (Pub. L. 113-2) and FTA's Public Transportation Emergency Relief Program at 49 U.S.C. § 5324.
- c. Establish project development and construction agreements, grant making processes, or other appropriate procedures for the granting and management of the Region II Hurricane Sandy funds and projects deemed subject to construction agreements. Legal agreements need consultation with the Office of Chief Counsel.
- d. Authorize activities for project development, engineering, and construction for Region II Hurricane Sandy projects, within the scope of the Regional Administrator's responsibilities.
- e. Determine design of oversight reviews and conduct such reviews (on all or a portion of triennial reviews, financial management reviews, procurement reviews, or any other oversight reviews) and sign letters of findings related to Region II Hurricane Sandy projects.

- f. Coordinate efforts to implement Region II Hurricane Sandy projects with the Federal Emergency Management Agency (FEMA), as appropriate, and consistent with FTA's Public Transportation Emergency Relief Program at 49 U.S.C. § 5324 and the Memorandum of Agreement between FTA and FEMA dated 03-04-2013.
2. **GENERAL ADMINISTRATIVE DELEGATIONS.** Refer to Chapter IV of this order for a listing of the administrative delegations of authority granted by the Administrator.
3. **GENERAL LIMITATIONS OF AUTHORITY.** Refer to Chapter V of this order for a listing of limitations of authority that circumscribe the powers and performance of the duties delegated above.
4. **PROJECT DETERMINATIONS.** Executive Management Team members and the Director of the DC Metropolitan Office with responsibility to prepare grants, cooperative agreements, and intra-agency (within DOT) agreements for approval are delegated the authority to make such determination as required in accordance with applicable laws and regulations.
5. **DELEGATIONS OF AUTHORITY TO THE REGIONAL ADMINISTRATOR.** Refer to Chapter XVI of this order for a listing of the delegations of authority to all Regional Administrators.

CHAPTER XXIV
DELEGATIONS OF AUTHORITY TO DEPUTY ASSOCIATE
ADMINISTRATORS AND DEPUTY REGIONAL ADMINISTRATORS

1. SPECIAL DELEGATIONS.

- a. FTA Deputy Associate Administrators (including the Deputy Chief Counsel, Deputy Chief Financial Officer, etc.) and Deputy Regional Administrators hold all of the authorities delegated to their Associate Administrator or Regional Administrator.
- b. Restrictions on redelegations listed in this order for Associate Administrators or Regional Administrators do not apply to their specific Deputy Associate Administrator or Deputy Regional Administrators.
- c. Deputy authorities flowing from the provisions of a and b above may be restricted from Deputy level officials on an individual basis by the relevant Associate Administrator or Regional Administrator or an official of the Office of the Administrator. Such restrictions may be verbal or written.