



Baldwin County Commission

Legislation Text

File #: 22-0182, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 11/16/2021

Item Status: New

From: Wayne Dyess, County Administrator; Ann Simpson, Director of Transportation

Submitted by: Ann Simpson, Director of Transportation; Cian Harrison, Clerk/Treasurer

ITEM TITLE

Authorized Users for the 5307 Urban Area Transit Program - Transit Award Management System and Electronic Clearing House Operation

STAFF RECOMMENDATION

Take the following actions:

- 1) Approve and authorize the Chairman to execute the Designation of Authority for Federal Transit Administration (FTA) Transit Award Management System (TrAMS) User Managers for the 5307 Urban Area Transit Program.
- 2) Approve and authorize the Chairman and Legal Counsel to execute the Designation of Signature Authority for the FTA Transit Award Management System, which authorizes the Chairman and Director of Transportation to obtain a Personal Identification Number (PIN) in order to transmit and execute applications and documents required for Federal Transit Administration (FTA) Grants.
- 3) Approve and authorize the Chairman to execute the Electronic Clearing House Operation (ECHO) Authorization & Certification which authorizes Cian Harrison, Clerk/Treasurer, as the ECHO Authorizing Official to approve payment requests and authorize user access to the ECHO system on behalf of the Baldwin County Commission.

BACKGROUND INFORMATION

Previous Commission action/date: May 4, 2021

Background: The Baldwin County Commission adopted Resolution #2021-077 authorizing the filing of application with FTA to become a direct recipient of 5307 Federal Transportation funding for urban areas.

As a direct recipient, Baldwin County Commission is required to access the Federal Transit Administration's Transit Award Management System (TrAMS) to transmit requests or applications for funding, to accept awards, and to execute required certifications and assurances using a PIN. The

designated individuals will be authorized to transmit documents through TrAMS using a PIN. Documents will be uploaded to TrAMS for transmission after receiving formal approval from the Baldwin County Commission. FTA provided the templates to be executed to request access to the TrAMS.

Also, as a direct recipient of FTA funds, Baldwin County Commission is required to access the Electronic Clearing House Operation (ECHO) to request drawdowns for funds from the 5307 Urban Area Transit Program. FTA provided the templates to be executed to request access to the ECHO.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: Signed letters and forms are needed for transmission to FTA as soon as possible after execution.

Individual(s) responsible for follow up: Administration Staff, Director of Transportation, and Clerk/Treasurer.

Action required (list contact persons/addresses if documents are to be mailed or emailed):

- 1) Administration Staff to print the “Designation of Authority for FTA Systems User Managers” on Baldwin County Commission letterhead and obtain the Chairman’s signature.
 - 2) Administration Staff to print the “Designation of Signature Authority Using A Personal Identification Number (PIN) for the TrAMS” on Baldwin County Commission Letterhead and obtain the Chairman and Legal Counsel signatures.
 - 3) Administration Staff to print the “ECHO-Web Authorization & Certification” on Baldwin County Commission Letterhead and obtain the Chairman and Clerk/Treasurer signatures.
 - 4) Administration Staff to obtain signatures of Clerk/Treasurer (Cian Harrison) and Grantee/Users (Ann Simpson, Loren Lucas & Christie Davis) on ECHO-Web User Access Forms (3 each).
 - 5) Clerk/Treasurer to sign FTA Payment Information Form, provide TIN, and have form completed by appropriate financial institution representative.
 - 6) Administration Staff to send fully executed documents via e-mail to:
Federal Transit Administration, Region IV
Elijah.Wheeler@dot.gov
Rhonda.King@dot.gov
- Copy: ann.simpson@baldwincountyal.gov
- cc: Ron Cink
 Eva Cutsinger
 Christie Davis

Additional instructions/notes: N/A