

Designated Signature of Authority

Document

[Designated-Signature-of-Authority.pdf](#) (58.29 KB)

A Designated Signature of Authority (DSA) must be uploaded to the recipient's documents in the Transit Award Management System (TrAMS) when assigning a user access that requires a Personal Identification Number (PIN) to execute the annual certifications and assurances and to transmit, submit, or execute all applications to FTA for federal assistance (or amendments thereafter). The user roles include an official, submitter, and attorney. Please see a sample DSA linked above. The user manager must confirm the document is uploaded in TrAMS before assigning roles and should not upload the document in FACES.

Effective Date: Thursday, April 10, 2025

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To designate signature authority for FTA assistance programs, recipients must submit a Designated Signature of Authority (DSA) document. This document, typically submitted through the Transit Award Management System (TrAMS), authorizes specific individuals to access the system and use a Personal Identification Number (PIN) for tasks like signing [Certifications and Assurances](#), submitting grant applications, and executing award agreements.

1. The Need for Designated Signature Authority:

- FTA requires recipients of federal transit assistance to formally designate individuals with the authority to act on their behalf in the [Transportation Electronic Award Management System \(TrAMS\)](#)

This ensures accountability and proper handling of grant applications, certifications, and award execution

2. Key Elements of the DSA:

- **Recipient Information:**

The DSA must clearly identify the applicant or recipient organization.

Authorized Individuals:

It specifies the names and titles of individuals authorized to access TrAMS and use a PIN

Specific Actions:

The document outlines the permitted actions, including:

- Signing the annual Certifications and Assurances
- Submitting grant applications and amendments
- Executing award agreements.

Binding the Recipient:

The DSA explicitly states that these actions bind the recipient to comply with FTA's requirements.

3. Submission Process:

- The DSA is typically uploaded to the recipient's documents within TrAMS.
- User managers must ensure the DSA is uploaded before assigning roles to individuals requiring PIN access.
- The DSA is not uploaded in the [Federal Audit Clearinghouse \(FACES\)](#) system

4. Importance of the PIN:

- The PIN is a unique identifier assigned to authorized individuals for secure access to TrAMS

It is crucial for executing actions that require a signature, such as certifying the annual Certifications and Assurances