




**SUBJECT: A RESOLUTION TO SPECIFY ROLES AND RESPONSIBILITIES FOR  
FEDERAL TRANSIT ADMINISTRATION GRANT APPLICATIONS AND AGREEMENTS****AGENDA OF: July 15, 2025****Assembly Action:**

Approved under the consent agenda. 07/15/25 - EMW

**AGENDA ACTION REQUESTED:** Present to the Assembly for consideration.

Route To	Signatures
Originator	 X      K i r s t i e   S t a r r - W a t s o n Signed by: Kirstie Starr-Watson
Department/Finance Director	 X      C h e y e n n e   H e i n d e l Signed by: Cheyenne Heindel
Borough Attorney	 X      N i c h o l a s   S p i r o p o u l o s Signed by: Nicholas Spiropoulos
Borough Manager	 X      M i c h a e l   B r o w n Signed by: Mike Brown
Borough Clerk	 X      L o n n i e   M c K e c h i e Signed by: Lonnie McKechie

**ATTACHMENT(S):** Resolution Serial No. 25-067 (2 pp)**SUMMARY STATEMENT:**

The United States Department of Transportation Federal Transit Administration (FTA) requires an authorizing resolution outlining roles and responsibilities for Official, Attorney, and Submitter roles for grant applications and grant agreements.

The Assembly adopted Resolution Serial No. 06-062 in May 2006, which only authorized the Borough Manager to fulfill each of those roles. The FTA has requested a new Authorizing Resolution for the attorney and submitter roles.

The attached resolution, along with a user designation form, will allow the Grants staff to serve as user manager and add the Borough Attorneys into the FTA grant system. Once added they will then be able to complete the annual Certifications and Assurances and provide the opinion of council, which is one of the required items

that must be submitted prior to the submittal of any grant applications.

**RECOMMENDATION OF ADMINISTRATION:** Respectfully request approval.