



U.S. Department
of Transportation

**Federal Transit
Administration**

Headquarters

1200 New Jersey Avenue, SE
Washington, DC 20590

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Dear Colleague:

FTA is pleased to announce the release of a recent enhancement in TrAMS, FTA's grants management system of record, specific to the organization and labeling of recipient documents. As you are aware, one of the prerequisites to be a recipient of FTA funding is demonstrating legal capacity to carry out the project(s) included in federal assistance awards. This is generally based on the review of the recipient organization's documentation and certification that it has the legal capacity to carry out FTA-funded programs and projects. Specifically, the recipient must be eligible and authorized under state or local law to request, receive, and spend FTA funds to administer FTA-assisted projects.

- **Opinion of Counsel:** Each recipient must be legally empowered to carry out the activities specified in the award.
- **Authorizing Resolution:** Each recipient organization must have a resolution or equivalent, from the recipient's Board of Directors or equivalent Authorizing Official, to be responsible for applying for assistance and legally committing the applicant or recipient to compliance with terms of an award.

This enhancement provides updated document labels within the Recipient Document profile module for these two required documents, as well as includes an enhanced search functionality for all users to find important documents that may be uploaded in their profile. In an effort to assist with the rollout of this enhancement, TrAMS has attempted to proactively label any documents that were named using these terms for the recipient. However, all recipients are asked to review and confirm that the correct document was properly labeled by the system. Additionally, if the system was unable to locate a document labeled using these terms, recipients must locate and properly identify both documents within their Recipient profile.

Beginning **March 5, 2025**, TrAMS will prevent any recipients that have not properly identified the Opinion of Counsel and Authorizing Resolution in their Recipient Document profile from transmitting or submitting new applications unless they have correctly labeled and/or uploaded their required legal documents.

To prevent any grant making delays please confirm and/or upload in TrAMS current copies of your Authorizing Resolution and Opinion of Counsel for your organization. This can be completed by selecting your organizations record using your Recipient ID under Recipient Organizations. Once your organization has been selected, next click on Related Actions and select the Recipient Documents field. Finally confirm or upload each document using the Opinion of Counsel and Authorizing Resolution Document Types. Information on this enhancement and a short tutorial video are available on [FTA's TrAMS webpage](#).

Sincerely,

Bruce Robinson

Bruce Robinson
Associate Administrator
Office of Program Management
Federal Transit Administration