



**RESOLUTION No. 3 of 2013  
AUTHORIZING THE AUTHORIZED OFFICIAL TO ASSIGN ROLES WITHIN  
DOTGRANTS**

Be it resolved, by the authority of the Board of Commissioners of Clarion County,  
that Mary Lutz of the Clarion County Transportation Program be the Authorized Official (AO)  
and directed to assign roles within dotGrants on its behalf.

I, Wayne R. Brosius, Chairman of the Clarion County Board of Commissioners  
do hereby certify that the foregoing is a true and correct copy of the Resolution adopted  
at a regular meeting of the Clarion County Board of Commissioners held the 12<sup>th</sup> day of  
February, 2013.

By: Wayne R. Brosius 2/12/13, Wayne R. Brosius, Chairman.  
(Date)

Clarion County Commissioners

Wayne R. Brosius  
Wayne R. Brosius, Chairman

G. Butch Campbell  
G. Butch Campbell

Gregory A. Faller  
Gregory A. Faller

**ATTEST:**

By: Anjanette M. Keller  
Anjanette M. Keller, Chief Clerk/County Administrator (Date)

## Arloue Galan

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**From:** Mary Lutz [mlutz@clarioncountydhs.org]  
**Sent:** Tuesday, February 05, 2013 2:23 PM  
**To:** Arloue Galan  
**Subject:** FW: Deadline February 11, 2013 for Electronic Access Licensing Agreement (EALA) Compliance-dotGrants Role Assignment Matrix  
**Attachments:** 2012-11 role matrix for transit agencies.xlsx; AOResolution to assign roles in dotGrants.doc

Here it is Arloue.

Thank you!

Mary Lutz  
Administrative Officer  
Clarion County MH/DD/Transportation  
214 South 7th Avenue  
Clarion, PA 16214  
814-226-1080 Ext. 540



Please consider the environment before printing this e-mail.

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**From:** Graham, Heather [mailto:HEGRAHAM@pa.gov]  
**Sent:** Tuesday, February 05, 2013 1:25 PM  
**To:** Aldrich, John (E-mail); Andrews, Gary; Ayer-Silvious, Monica; Babiak, Marj; Baker, Patti Lynn ; Bennett, Karen (E-mail); Bokovitz, Pat; Boyer, Amanda; Colligan, Dolores; Cook, Rose; Corbin, Ronalyn; Corioso, Coletta; Darr, James; Dice, Benjamin; DiCintio, Kim; Eby, Gary; Elias, Angela; Farr, Richard; Geibel, Timothy; Gemelli, Melissa; Giurintano, Teri; Gombita, Sheila; Greco, Armando (E-mail); Groover Smith, Lori; Hoesch, Karen; Howarth, Margaret (E-mail); Imbrogno, Michael (E-mail); Jenkins, Cheryl; Kanyan, John; Kennedy, Janine (E-mail); Kerstetter, Christine; Kilmer, David; Krapf, Gary; Layton, Lisa; Ligda, Daniel; Lomison, David; Louwerse, Dennis; Lucey-Noll, Rose; Mary Lutz; Maloney, Rachel; Marker, James; Martinez, Jaime; Mays, Sally (E-mail); Meyers, Denis (E-mail); Micko, Mike; Minor, Judy; Moir, Patricia (E-mail); Morandini, Mary Jo (E-mail); Morris, Larry; Mose, Hugh (E-mail); Mrozowski, David; Pierce, Martha; Plankenhorn, Jim; Raymond, Jim; Richardson, Ted; Roller, Terry; Ryman, Mark; Scott, Thomas; Smith, Alan; Smith, Dennis; Solensky, Dennis; Stine, Bonnie; Strine, Gloria; Sunderland, Cynthia; Tillotson, Marge; Tomcho, John (E-mail); Trout, Dave; Volpe, Vincent (E-mail); Whyte, Andrea; Wisor, Dennis; Woodman, Nancy (E-mail); Young, Tom; Zerbe, Cynthia (E-mail); Ziegler, Jane; (ttulip@mrcog.com); Basile, Nancy; Bill Jones; Bland, Stephen (sbland@portauthority.org); Casey, Joseph M. (jcasey@septa.org); Fiume, Robert (fiumer@lackawannacounty.org); Flanders, Mark (Pottstown); Giurintano, Teri L. (tgiurintano@coltbus.org); Larry Morris; Mose, Hugh A. (hmose@catabus.com); Nichols, William (bnichols@rideVRT.com); Ralph Sharp (ralph@hazletoncity.org); Roncone, Marc; Spossey, Sonny (mayorspossey@washingtonpa.us); Strelish, Stanley (sstrelish@epix.net); Wolf, Eric (ericwolf@amtran.org); Kristen Vida (dufast@comcast.net); Lenny Lastoria (llastoria@newcastletransit.org); Megan Janolek; Michael Imbrogno; Paul, John; Cam Kephart; Carl Kephart; Debbie Dedinsky; Jack Custaney; John Kowalski; Kristin Myers; Milt; Randy Isaacs; Sharon Chastain; Shawn; Stephanie Gonterman; Allied Coordinated transportation Services, Inc.; Allied Services Foundation; Anthracite Region Center for Independent Living LTD; Arnold Fire EMS; Avenues; Blair Senior Services, Inc.; Boyertown Area Multi-Service, Inc.; Cambria County Association for the Blind & Handicapped, Inc.; Center for Vision Loss; Cerebral Palsy Association of Chester County, Inc. DBA Cerebral Palsy Assoc. Inc.; Chandler Hall Health Services, Inc.; Chester County ; Children and Adult Disability and Educational Services; Clarion County; Community transit of Delaware County, Inc.; Devereux Foundation; Easter Seal Society of Philadelphia, Bucks, Chester, Delaware & Montgomery Counties; Elwyn; Erie Independence House, Inc.; Erie Metropolitan Transit Authority; Evangelical Services for the Aging DBA Wesley Enhanced Living (WEL); Experience Incorporated of Warren, Pennsylvania; Family Services of Western Pennsylvania; Franklin/Fulton County Association for Retarded Citizens DBA Franklin-Fulton Association for Retarded Citizens; Friendship House; Geisinger Clinic Research Finance; Geisinger health System Foundation; Goodwill Industries of Pittsburgh DBA Goodwill Industries of Pittsburgh Fayette County; Goodwill Keystone Area; Greater Valley Emergency Medical Services Inc., DBA Greater Valley EMS; Halcyon Activity Center; HAP Enterprises, Inc.; human Resources Center, Inc.; Human Services, Inc.; Huntingdon Nursing and Rehabilitation Center; Intercommunity Action, Inc.; Lackawanna County; Lancaster Emergency Medical Services Association; Lutheran SeniorLife; Luzerne County; Marian Community Hospital; Mercer County Regional

Council of Government; Montrose Minute Men, Inc.; Mountain View Care Center; NHS of Northwestern PA; Northern Area Multi-Service Center of Allegheny County; Passavant Memorial Homes; Pathways of Southwestern Pennsylvania; Pauls Run; Perry County; Pike County; Programs Employing People; Red Rose Transit Authority; Saint Joseph's Center; Saint Mary Medical Center; Scranton Counseling Center; Shenango Presbyterian SeniorCare; St. Michael's School; St. Paul Homes; Suburban Transit Network, Inc.; Telespond Senior Services, Inc.; The Arc of Chester County; The Arc of Lehigh and Northampton Counties, Inc.; The Arc of Philadelphia; The Board of Directors of the Rouse Estate DBA The Rouse Estate; The S. June Smith Center; The Trustees of the University of Pennsylvania; United Cerebral Palsy of Southern Alleghenies Region, Inc.; Valley Medical Facilities Inc; Via of the Lehigh Valley, Inc.; Volunteers of America of Pennsylvania, Inc.; Western Alliance Emergency Services, Inc.; Westmoreland County Blind Association; Westmoreland Human Opportunities, Inc.; Wood Services Foundation, Inc.; York County Cerebral Palsy Home. Inc.

**Subject:** Deadline February 11, 2013 for Electronic Access Licensing Agreement (EALA) Compliance-dotGrants Role Assignment Matrix

On November 20, 2012 an email was sent requesting the completion and uploading of the attached documents by February 11, 2013. For your convenience you will find the complete email at the bottom of this message. If you have not uploaded the documents more detailed instructions are listed below. Failure to upload may result in deactivation of your access to dotGrants. If you have any question please call Stephanie Tanguay at (717)783-3991 or Joan Koppenhaver at (717)787-5263.

#### INSTRUCTIONS TO UPLOAD SEVERAL DOCUMENTS TO A DOTGRANT REGISTRATION OBJECT

Once the documents are signed, you will then need to upload them to your dotGrants Registration object, under Organization Core Info, Miscellaneous Attachments, in the DotGrants System. Also, if you could upload your Combo Resolution in the same area, we would appreciate it. When uploading several documents, you will need to use your ADD BUTTON and then SAVE BUTTON for each separate document. To add the next document, use the ADD BUTTON, then the SAVE BUTTON.

Description  \*

File name:  Browse...  DELETE

[http://www.dot34.state.pa.us/egrants/\\_Upload/364917-5310ResolutionBoardAuthorization\\_000](http://www.dot34.state.pa.us/egrants/_Upload/364917-5310ResolutionBoardAuthorization_000)

Comments

Once you have uploaded the Role Matrix, Board Resolution and Combo Resolution documents (by February 11, 2013), please email Stephanie Tanguay at [stanguay@pa.gov](mailto:stanguay@pa.gov) or Joan Koppenhaver at [jkoppenh@pa.gov](mailto:jkoppenh@pa.gov) so we can verify and further process your Registration. Please direct any questions to me, either via email, or phone, (717) 783-3991 or Joan Koppenhaver (717)787-5263.

Thank You,

**Heather Graham** | Administrative Officer 1

PA Department of Transportation | Bureau of Public Transportation

400 North Street, 6th Floor | Harrisburg, PA 17120

P. O. Box 3151 Harrisburg, PA 17105-3151

Phone: 717.705.1191 | Fax: 717.525.5777

email: [hegraham@pa.gov](mailto:hegraham@pa.gov)

[www.dot.state.pa.us](http://www.dot.state.pa.us)

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**Subject:** FW: Electronic Access Licensing Agreement (EALA) Compliance-dotGrants Role Assignment Matrix

**Importance:** High

In 2008, all transit agencies receiving public transportation funding were required to complete and submit the Electronic Access Licensing Agreement (EALA) to obtain access to the dotGrants system. Assignment of dotGrant roles through each agency's Authorized Official (AO) is an important element of compliance with the EALA for control of access and security. Over the past four years, transit agency employees who were assigned dotGrant roles may have left the agency or remain but no longer have a dotGrant role.

Role assignments must be confirmed periodically to ensure compliance with the following provision of the EALA:

“The APPLICANT will implement appropriate security measures to insure that **only authorized employees of the APPLICANT will have access to and enter data into the System.** The APPLICANT agrees to assign only its current employees User Identification Internet System access codes (“User ID codes”) provided to the APPLICANT by the DEPARTMENT. The APPLICANT agrees to assign a separate and distinct User ID code to each current employee who will concur in awards, sign contracts and approve payments. The APPLICANT agrees to accept full responsibility for controlling the User ID codes that the APPLICANT assigns to the employees of the APPLICANT. **The APPLICANT agrees to deactivate an employee’s User ID code immediately upon the employee’s separation and/or dismissal from the employ of or association with the APPLICANT.** The APPLICANT agrees that the APPLICANT’S employees may not share User ID codes. The APPLICANT agrees to be responsible for the items submitted under one of its assigned User ID codes.”

To ensure your agency is in compliance with the EALA and that only authorized current employees have access to dotGrants please confirm authorized dotGrant roles **by February 11, 2013**. Please follow the instructions below:

1. Complete the attached AO resolution.
2. Get board approval of the AO resolution through formal action.
3. Upload board approved/signed AO resolution to dotGrants REGISTRATION object.
4. Current AO changes status on REGISTRATION object to “Submit.”
5. Send hard copy of board approved/signed AO resolution to:

Bureau of Public Transportation  
P. O. Box 3151  
Harrisburg, PA 17105-3151  
Attention: Heather Graham

6. Complete the attached matrix identifying all dotGrant role assignments as of the submission date.
7. By **February 11, 2013** e-mail Heather Graham at [hegraham@pa.gov](mailto:hegraham@pa.gov) when an updated dotGrant Role Assignment Matrix is uploaded in the REGISTRATION object.

**It is the ongoing responsibility of the AO to update, upload to the REGISTRATION object and submit the dotGrant role assignment matrix within three (3) business days of every role assignment change.**

Please direct any questions to Heather Graham at [hegraham@pa.gov](mailto:hegraham@pa.gov), or (717)705-1191.

**Heather Graham** | Administrative Officer 1  
PA Department of Transportation | Bureau of Public Transportation  
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email: [hegraham@pa.gov](mailto:hegraham@pa.gov)  
[www.dot.state.pa.us](http://www.dot.state.pa.us)

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