



GRANTS PROGRAM

Letter of Designation

Purpose of this Job Aid

Every Stage One SMART grantee is eligible to apply for a subsequent Stage Two SMART Grant. In the event that a project has evolved, and a different, eligible entity is a better fit to be the lead applicant for the Stage Two grant, the Stage One SMART grantee must designate the new lead applicant. This job aid will provide an overview of the Letter of Designation requirements as well as a template. This template may not be suitable for all applicants. It is up to you and your partners to adapt the template to be relevant to your situation.

To be considered eligible for a Stage Two SMART, all Grant Stage Two applicants must either 1) be a Stage One grantee **OR** 2) include a Letter of Designation naming them as the lead applicant in their Stage Two application. If the Stage Two applicant is the same entity that received the Stage One grant, no Letter of Designation is required.

Requirements

- Who is eligible to apply for the Stage Two SMART Grants through the NOFO?
 - Designated lead applicants must be eligible based on the eligibility criteria below:
 - a State ;
 - a political subdivision of a State ;
 - a federally recognized Tribal government;
 - a public transit agency or authority;
 - a public toll authority;
 - a metropolitan planning organization; or
 - a group of two or more eligible entities listed above applying through a single lead applicant (Group Application).
- Who should provide the Letter of Designation?
 - The original Stage One SMART grantee must provide a Letter of Designation, endorsing the new lead applicant as the appropriate party to take over the project in Stage Two, and stating the nature of the Stage One lead's continued support and involvement in the project as it is deployed.
- How long should the Letter of Designation be?
 - The Letter of Designation should be no more than two pages.
- How many Letters of Designation are required?
 - No more than one letter per application is allowed.
- Where should the Letter of Designation be submitted?
 - The letter should be included in Appendix III of a SMART Grants application and submitted via ValidEval.com.

Letter of Designation Template

Name

Title

Address

City, State Zip Code

Dear Secretary Buttigieg,

I am writing on behalf of **[Stage One lead applicant organization name]**, which received a SMART grant in **[fiscal year]** for the **[SMART project name]** project. We are designating **[Stage Two applicant organization name]** as the new lead applicant for the Stage Two application for this project.

[Stage Two applicant organization name] is the correct lead applicant for Stage Two for the following reasons:

- *Describe the reasons why the Stage Two lead applicant is a better fit to apply for, and potentially receive, the Stage Two grant.*

[Stage One lead applicant organization name] commits to remaining involved in the Stage Two activities in the following ways:

- *Describe how the Stage One lead applicant will remain involved in Stage Two activities and their role.*

In conclusion, **[additional relevant details and closing statement]**.

Sincerely,

[Name, title, organization]