



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM

March 13, 2019

To: Terrence D. McCracken, Secretary

From: Susan L. Rinaldo, Cash Manager *SR*

Subject: Designation of Entity Administrator for the System for Award Management (SAM)

The Authority has been registered on the System for Award Management (SAM) since 2013. It is a federal government owned and operated free web site. The Authority is registered on the website to enable federal government entities to pay bills through the website. The Authority receives an ACH payment directly into our bank account at Key Bank. There are currently three accounts that are paid using this system. The registration is renewed every year. This year a step has been added to the renewal process. They are requesting a notarized letter designating the entity administrator. I am the administrator, since bank account information is required. Please include this item as a resolution for the next meeting.



Erie County Water Authority

295 Main Street, Rm. 350 • Buffalo, NY 14203-2494
716-849-8484 • Fax 716-849-8467

March 26, 2019

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285
UNITED STATES OF AMERICA

SUBJECT: Information Required to Activate SAM Entity Registration

Purpose of Letter

The purpose of this letter is to formally appoint an Entity Administrator for the named Entity and to attest to the accuracy of the information contained in the entity registration.

Designation of Entity Administrator

I, Jerome D. Schad, Chairman, the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

Entity Covered by this Letter

DUNS® Number: 071478119

Legal Business Name: Erie County Water Authority

Physical Address: 295 Main St Rm 350, Buffalo, NY 14203-2494

Entity Administrator Contact Information

Full Name: Susan L. Rinaldo

Phone Number: 716-849-8422

Email Address: srinaldo@ecwa.org

**The Entity Administrator must have an individual user account in SAM associated with the email address listed.*



Account Administration Preference (ONLY CHOOSE ONE)

You must choose **ONE** of the two following statements by checking the applicable box. Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

Self-Administration Confirmation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent.

Third-Party Agent Designation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize [**insert full name, phone number, address, and email address of the Third-Party Agent**] (Designated Third-Party Agent) to act on behalf of the Entity listed above. This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

Attestation

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Account created with the email address provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

Jerome D. Schad
Chairman
jschad@ecwa.org
Erie County Water Authority
295 Main St Rm 350 Buffalo, NY 14203-2494

TO BE COMPLETED BY NOTARY
(in accordance with State notary requirements)

State of _____

County of _____

This instrument was acknowledged before me this _____ day of _____ (month),
_____ (year), by _____ (name of
officer or agent, title or officer or agent) of _____
(name of entity).

_____ Personally Known

_____ Produced Identification

Type of ID and Number on ID _____

(Seal)

Signature of Notary

Name of Notary
(Typed, Stamped or Printed)

Notary Public, State of _____