



**TDEM**  
THE TEXAS A&M UNIVERSITY SYSTEM

## Designation of Account Approval (DAA) Form

|                              |                          |                   |                          |
|------------------------------|--------------------------|-------------------|--------------------------|
| <b>Subrecipient:</b>         | BURNET COUNTY            |                   |                          |
| <b>Tax ID:</b>               | 1-74-6000-454            | <b>UEI:</b>       |                          |
| <b>Grant Program (PA/HM)</b> | <input type="checkbox"/> | <b>Mutual Aid</b> | <input type="checkbox"/> |

| Primary Approver                                                                                                          |                               |                       |              |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------|--------------|
| Serves as the primary point of contact to approve access requests for your GMS account.<br><i>Cannot be a contractor.</i> |                               |                       |              |
| <b>Name:</b>                                                                                                              | Bryan Wilson                  | <b>Office Number:</b> | 512-756-5400 |
| <b>Position/Title:</b>                                                                                                    | County Judge                  | <b>Cell Number:</b>   |              |
| <b>Email:</b>                                                                                                             | bwilson@burnetcountytexas.org | <b>Fax Number:</b>    |              |
| <b>Organization:</b>                                                                                                      | Burnet County                 |                       |              |
| The Primary Approver will have full access to GMS.                                                                        |                               |                       |              |

| Secondary Approver                                                                        |                                |                       |              |
|-------------------------------------------------------------------------------------------|--------------------------------|-----------------------|--------------|
| Serves as the secondary point of contact to approve access requests for your GMS account. |                                |                       |              |
| <b>Name:</b>                                                                              | Derek Marchio                  | <b>Office Number:</b> | 512-715-5262 |
| <b>Position/Title:</b>                                                                    | Emergency Mgmt Coordinator     | <b>Cell Number:</b>   | 737-251-4993 |
| <b>Email:</b>                                                                             | dmarchio@burnetcountytexas.org | <b>Fax Number:</b>    |              |
| <b>Organization:</b>                                                                      | Burnet County                  |                       |              |
| The Secondary Approver will have full access to GMS.                                      |                                |                       |              |

| Certifying Official                                                                                                                                              |                               |                                      |                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------|------------------------------------|
| Serves as the official representative of the organization.<br><i>Must possess the authority to obligate funds and enter into contracts for the organization.</i> |                               |                                      |                                    |
| <b>Name:</b>                                                                                                                                                     | Bryan Wilson                  | <b>Office Number:</b>                | 512-756-5400                       |
| <b>Position/Title:</b>                                                                                                                                           | County Judge                  | <b>Cell Number:</b>                  |                                    |
| <b>Email:</b>                                                                                                                                                    | bwilson@burnetcountytexas.org | <b>Fax Number:</b>                   |                                    |
| <b>Organization:</b>                                                                                                                                             | Burnet County                 |                                      |                                    |
| <b>GMS Access (pick 1):</b>                                                                                                                                      | Full <input type="checkbox"/> | Contributor <input type="checkbox"/> | Read-Only <input type="checkbox"/> |

  
Signature of Certifying Official

Bryan Wilson  
Print Name

2/24/26  
Date

(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)



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## Designation of Account Approval (DAA) Form

### Form Instructions

The following **must** be completed for access approval for subrecipient accounts in the Texas Division of Emergency Management (TDEM)'s Grants Management System (GMS).

- A) The Designation of Account Approval (DAA) form is used to assign an approver for a jurisdiction. The default approver for access to a jurisdiction is the Certifying Official.
- B) For the contacts:
- ❖ Both the *Primary Approver* and the *Secondary Approver* will have **Full Access** to their jurisdiction's GMS account and will be responsible for the permissions, access levels, and approvals. They will also be responsible for providing updates if a user leaves the organization or changes roles.
  - ❖ None of the positions on the page may be left blank. The same person cannot hold the Primary Approver and the Secondary Approver.
  - ❖ The *Primary Approver* is the person at the organization that is responsible for approving requests for access to GMS.
  - ❖ The *Secondary Approver* is the Primary Approver's designated alternate.
  - ❖ A *Certifying Official* must be an individual who possesses the authority to obligate funds and enter into contracts on behalf of the subrecipient.
  - ❖ A third-party consultant/contractor cannot be listed as the Primary Approver or Certifying Official.
  - ❖ All contacts require a unique email address.
- C) User Access Levels
- ❖ **Full Access** to the Grants Management System (GMS) will allow a user to perform tasks such as submitting quarterly reports and requesting reimbursements, time extensions and scope/cost modifications within the State of Texas Grants Management System on behalf of the subrecipient.
  - ❖ **Contributor Access** will allow a user to upload and update documentation and enter notes. The user will not have the ability to advance workflows.
  - ❖ **Read Only Access** will allow a user to view information in GMS but will not grant them the ability to edit any existing information themselves.