



BURNET COUNTY AGENDA ITEM REQUEST FORM

MEETING DATE: 2.24.26

GENERAL DESCRIPTION OF ITEM: Subrecipient Agreement with TDEM

THIS ITEM REPRESENTS A:

- ☒ New issue, project, or purchase
- ☐ Routine, regularly scheduled item
- ☐ Follow-up to previously discussed
- ☐ Item
- ☐ Special item
- ☐ Other

PRIMARY CONTACT/STAFF MEMBER: _____

BUDGETARY IMPACT OF AGENDA ITEM:

Total Estimated Cost:	N/A	
Source Funds:	N/A	
Is item already included in fiscal year budget?	Yes ☐	No ☐
Does item represent a new expenditure?	Yes ☐	No ☒
Does item represent a pass-through purchase?	Yes ☐	No ☒
If so, pass-through entity		
Procurement Needed:	Yes ☐	No ☒

ACTIONS REQUESTED: Contract/Agreement approval

LIST BACK-UP DOCUMENTS ATTACHED (names of documents and/ or files): TDEM Grant terms and conditions,

TDEM Designation of Subrecipient Agent Form, TDEM Designation of Account Approval Form

LIST BACK-UP DOCUMENTS NOT ATTACHED (to be sent by Friday at noon prior to the meeting date requested): _____


Elected Official/Department Head

DATE and TIME: 2/12/26

Approved:

By _____
County Judge

OR

By _____
Commissioner Pct. _____

All contracts, contract amendments, staff agreement, grant applications, memorandums of understanding, and interlocal agreements must be submitted to the Burnet County Auditor and complete a compliance review before being placed on the Commissioners Court agenda.

Agenda items and supporting documents are due to Court Coordinator's Office (Rm. 201) or countyjudge@burnetcountytexas.org no later than noon on Tuesday prior to the meeting date requested. If a Burnet County Holiday falls within 72 working hours before that Tuesday, the deadline will be moved earlier to ensure compliance with Government Code § 551.043.



TDEM
THE TEXAS A&M UNIVERSITY SYSTEM

Designation of Subrecipient Agent (DSA) Form

Subrecipient:	BURNET COUNTY						
Public Assistance	☐	Hazard Mitigation	☐	Mutual Aid	☐	Other	☐
Other:			Disaster Number(s):				

*Leave Disaster Number(s) blank if only selecting Mutual Aid

Primary Agent			
Serves as the primary point of contact for projects. <i>Cannot be a contractor.</i>			
Name:	Bryan Wilson	Office Number:	512-756-5400
Position/Title:	COUNTY JUDGE	Cell Number:	
Email:	bwilson@burnetcountytexas.org	Fax Number:	
Organization:	BURNET COUNTY		
The Primary Agent will have full access to GMS.			

Secondary Agent			
Serves as the secondary point of contact for projects.			
Name:	Derek Marchio	Office Number:	512-715-5262
Position/Title:	Emergency Mgmt Coordinator/WRRS Mgr	Cell Number:	737-251-4993
Email:	dmarchio@burnetcountytexas.org	Fax Number:	
Organization:	BURNET COUNTY		
The Secondary Agent will have full access to GMS.			

Primary Finance Agent			
Serves as the primary point of contact for financial matters			
Name:	Kelley Glaeser	Office Number:	512-756-5495
Position/Title:	County Auditor	Cell Number:	
Email:	kglaeser@burnetcountytexas.org	Fax Number:	
Organization:			
The Primary Finance Agent will have full access to GMS.			

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


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)



TDEM
THE TEXAS A&M UNIVERSITY SYSTEM

Designation of Subrecipient Agent (DSA) Form

Alternate Contact			
Name:	Tessa Rowland	Office Number:	512-756-5495
Position/Title:	Grant Administrator	Cell Number:	
Email:	trowland@burnetcountytexas.org	Fax Number:	
Organization:	Burnet County		
GMS Access (pick 1):		Full ☐	Contributor ☐ Read-Only ☐

Alternate Contact			
Name:		Office Number:	
Position/Title:		Cell Number:	
Email:		Fax Number:	
Organization:			
GMS Access (pick 1):		Full ☐	Contributor ☐ Read-Only ☐

Alternate Contact			
Name:		Office Number:	
Position/Title:		Cell Number:	
Email:		Fax Number:	
Organization:			
GMS Access (pick 1):		Full ☐	Contributor ☐ Read-Only ☐

Alternate Contact			
Name:		Office Number:	
Position/Title:		Cell Number:	
Email:		Fax Number:	
Organization:			
GMS Access (pick 1):		Full ☐	Contributor ☐ Read-Only ☐

Alternate Contact			
Name:		Office Number:	
Position/Title:		Cell Number:	
Email:		Fax Number:	
Organization:			
GMS Access (pick 1):		Full ☐	Contributor ☐ Read-Only ☐


Signature of Certifying Official

Bryan Wilson
Print Name

2/28/26
Date

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



TDEM
THE TEXAS A&M UNIVERSITY SYSTEM

Designation of Subrecipient Agent (DSA) Form

Form Instructions

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

A) The Designation of Subrecipient Agent (DSA) form is divided into two pages:

- ❖ Page 1: the *Primary Contacts* page
- ❖ Page 2: the **optional** *Alternate Contacts* page
 - The *Alternate Contacts* page is not required if there are no additional contacts to list.
 - As many *Alternate Contacts* pages as needed may be submitted.
- ❖ If applicable, both pages must be signed and dated by the Certifying Official.

B) In the header of the document:

- ❖ List the name of the subrecipient (the organization/jurisdiction applying for the grant).
- ❖ Check if the DSA Form is for Public Assistance grants, Hazard Mitigation Grants or Mutual Aid reimbursement.
- ❖ If the DSA is for another type of grant, please specify that in Other.
- ❖ For Public Assistance and Hazard Mitigation grants, include the applicable disaster numbers.
 - The disaster number is 4 digits long and assigned by FEMA. (For example, Hurricane Harvey is 4332.)
- ❖ Multiple disasters may be listed on one DSA as long as each disaster number is listed.

C) For the contacts:

- ❖ None of the positions on the primary contact page may be left blank. However, the same person may hold multiple positions.
- ❖ A third-party consultant/contractor cannot be listed as the Primary Contact or Certifying Official.
- ❖ The Certifying Official must be an individual who possesses the authority to obligate funds and enter into contracts on behalf of the subrecipient.
- ❖ All contacts require a unique email address.



TDEM
THE TEXAS A&M UNIVERSITY SYSTEM

Designation of Subrecipient Agent (DSA) Form

D) 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.
- ❖ The Primary, Secondary, and Finance contacts will always be granted Full Access.

E) Updating User Access:

- ❖ The subrecipient can request that GMS access be added or revoked from a contact at any time if the need arises, however an updated DSA must be submitted.
- ❖ If a new DSA is submitted with a different person listed for a position on the Primary Contacts page, the old contact holding that position will be removed. If a new contact is added on the additional contacts page, no old contacts will be removed.