



Designation of Subrecipient Agent (DSA) Form

Subrecipient:			
Disaster Number(s):		Grant Program(s):	

Primary Agent			
Serves as the primary point of contact for projects. <i>Cannot be a contractor.</i>			
Name:		Office Number:	
Position/Title:		Cell Number:	
Email:		Fax Number:	
Organization:			
The Primary Agent will have full access to GMS.			

Secondary Agent			
Serves as the primary point of contact for projects.			
Name:		Office Number:	
Position/Title:		Cell Number:	
Email:		Fax Number:	
Organization:			
The Secondary Agent will have full access to GMS.			

Primary Finance Agent			
Serves as the primary point of contact for financial matters			
Name:		Office Number:	
Position/Title:		Cell Number:	
Email:		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:		Office Number:	
Position/Title:		Cell Number:	
Email:		Fax Number:	
Organization:			
GMS Access (pick 1):		Full	Contributor
			Read-Only

Signature of Certifying Official

Print Name

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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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

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

Print Name

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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Frequently Asked Questions (FAQ)

- ❖ The Designation of Subrecipient Agent (DSA) form is divided into two pages - the *Primary Contacts* page and the **optional** *Alternate Contacts* page.
- ❖ The *Alternate Contacts* is not required if there are no additional contacts to list.
- ❖ In the header of the document, list the name of the subrecipient (the organization/jurisdiction applying for the grant) as well as the disaster number(s) and grant program(s) the DSA applies to.
 - The disaster number is 4 digits long and assigned by FEMA.
 - For example, Hurricane Harvey is 4332. The Grant Program is either PA for Public Assistance, SPA for State Public Assistance or HMGP for Hazard Mitigation Grant Program.
- ❖ Multiple disasters may be listed on one DSA as long as each disaster number is listed.
- ❖ 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.
- ❖ All contacts require a unique email address.
- ❖ There are 3 different access levels for a GMS user:
 - **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.



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- ❖ The Primary, Secondary, and Finance contacts will always be granted Full 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.
- ❖ The Certifying Official must be an individual who possesses the authority to obligate funds and enter into contracts on behalf of the subrecipient.
- ❖ 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.
- ❖ If applicable, both pages must be signed and dated by the Certifying Official.