



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.



Designation of Account Approval (DAA) Form

Subrecipient:			
Tax ID:		UEI:	
Grant Program (PA/HM)	<input type="checkbox"/>	Mutual Aid	<input type="checkbox"/>

Primary Approver			
Serves as the primary point of contact to approve access requests for your GMS account. <i>Cannot be a contractor.</i>			
Name:		Office Number:	
Position/Title:		Cell Number:	
Email:		Fax Number:	
Organization:			
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.			
Name:		Office Number:	
Position/Title:		Cell Number:	
Email:		Fax Number:	
Organization:			
The Secondary Approver 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 <input type="checkbox"/>	Contributor <input type="checkbox"/>	Read-Only <input type="checkbox"/>

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)