



# 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.



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

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

<b>Secondary Approver</b>			
Serves as the secondary point of contact to approve access requests for your GMS account.			
<b>Name:</b>		<b>Office Number:</b>	
<b>Position/Title:</b>		<b>Cell Number:</b>	
<b>Email:</b>		<b>Fax Number:</b>	
<b>Organization:</b>			
The Secondary Approver will have <b>full</b> access to GMS.			

<b>Certifying Official</b>			
Serves as the official representative of the organization. <i>Must possess the authority to obligate funds and enter into contracts for the organization.</i>			
<b>Name:</b>		<b>Office Number:</b>	
<b>Position/Title:</b>		<b>Cell Number:</b>	
<b>Email:</b>		<b>Fax Number:</b>	
<b>Organization:</b>			
<b>GMS Access (pick 1):</b>	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)*