

City of Burnet City Council



Item Brief

Meeting Date

August 26, 2025

Agenda Item

Discuss and consider action: Authorize the City Manager to execute the Designation of Subrecipient Agent (DSA) Form and the Designation of Account Approval (DAA) Form for the Texas Division of Emergency Management (TDEM) Grants Management System: K. McBurnett

Information

The Texas Division of Emergency Management requires subrecipients of federal disaster assistance funds to formally designate agents and account approvers for access to and use of the Grants Management System (GMS).

The Designation of Subrecipient Agent (DSA) Form identifies primary, secondary, and finance contacts, as well as the certifying official, and establishes authority for grant-related actions on behalf of the City of Burnet.

The Designation of Account Approval (DAA) Form designates primary and secondary approvers for access requests in GMS and assigns responsibility for approving permissions and updates.

Completion of these forms ensures compliance with federal and state grant administration requirements and allows the City of Burnet to continue managing reimbursements and documentation for Public Assistance related to FEMA Disaster DR-4879-TX.

Fiscal Impact

None.

Recommendation

Staff recommends approval authorizing the City Manager to execute the Designation of Subrecipient Agent Form and the Designation of Account Approval Form as required by TDEM.