



**City Council  
Regular Meeting**

**August 26, 2025**

## TDEM Required Forms

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





## Background

- The Texas Division of Emergency Management (TDEM) requires formal designation of agents and approvers in the Grants Management System.
- Forms ensure proper access and authority for federal disaster assistance funds.





# Designations

- DSA Form:
  - Identifies Primary, Secondary, and Finance Contacts
  - Identifies Certifying Official
- DAA Form:
  - Designates Primary and Secondary Approvers in the Grant Management System





# Questions?

## Recommendation

- Staff recommends approval authorizing the City Manager to execute the DSA and DAA forms as required by TDEM.

