



MEMORANDUM

To: Galveston County Commissioners Court

From: Grants Administration

Court Date: August 17, 2026

RE: Authorization of Updated Designation of Subrecipient's Authorized Agent (DSA) and Port Security Grant Program (PSGP) Authorized Representatives and Grant Administration Contacts

BACKGROUND

Galveston County administers grant programs through the Federal Emergency Management Agency (FEMA) and the U.S. Department of Homeland Security (DHS), including Public Assistance (PA), the Hazard Mitigation Grant Program (HMGP), and the Port Security Grant Program (PSGP). Administration of these grants requires designated County officials to execute grant agreements, amendments, reimbursement requests, certifications, closeout documents, and other grant-related actions.

The Designation of Subrecipient's Authorized Agent (DSA) form identifies the County officials authorized to execute grant documents and act on behalf of Galveston County for FEMA Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP) grants. The Port Security Grant Program (PSGP) Authorized Representatives and Grant Administration Contacts Update identifies the County officials authorized to execute grant documents and serve as points of contact for PSGP awards administered through the U.S. Department of Homeland Security. Updating these documents ensures the appropriate County personnel are authorized to administer these grant programs and perform required grant-related actions.

SUMMARY

Grants Administration is presenting an updated DSA form and a PSGP Authorized Representatives and Grant Administration Contacts Update, to include Auditor's Office personnel.

These actions will update the County's authorized representatives and ensure continuity in the administration of these FEMA grant programs.

FINANCIAL SUMMARY

N/A



RECOMMENDATIONS

Grants Administration requests the Commissioner's Court consider approval and execution of the updated DSA form and PSGP Authorized Representatives and Grant Administration Contacts Update, as submitted

ATTACHEMENTS FOR WET SIGNATURE

- Updated DSA Form
- PSGP Authorized Representatives and Grant Administration Contacts Update



Designation of Subrecipient Agent (DSA) Form

Form Instructions

The following **must** be completed for access to subrecipient accounts in the Texas Division of Emergency Management (TDEM)'s Grants Management System (GMS).

A) The Designation of Subrecipient Agent (DSA) form is divided into two pages:

- ❖ Page 1: the *Primary Contacts* page
- ❖ Page 2: the **optional** *Alternate Contacts* page
 - The *Alternate Contacts* page is not required if there are no additional contacts to list.
 - As many *Alternate Contacts* pages as needed may be submitted.
- ❖ If applicable, both pages must be signed and dated by the Certifying Official.

B) In the header of the document:

- ❖ List the name of the subrecipient (the organization/jurisdiction applying for the grant).
- ❖ Check if the DSA Form is for Public Assistance grants, Hazard Mitigation Grants or Mutual Aid reimbursement.
- ❖ If the DSA is for another type of grant, please specify that in Other.
- ❖ For Public Assistance and Hazard Mitigation grants, include the applicable disaster numbers.
 - The disaster number is 4 digits long and assigned by FEMA. (For example, Hurricane Harvey is 4332.)
- ❖ Multiple disasters may be listed on one DSA as long as each disaster number is listed.

C) For the contacts:

- ❖ 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.
- ❖ The Certifying Official must be an individual who possesses the authority to obligate funds and enter into contracts on behalf of the subrecipient.
- ❖ All contacts require a unique email address.



Designation of Subrecipient Agent (DSA) Form

D) 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.
- ❖ The Primary, Secondary, and Finance contacts will always be granted Full Access.

E) Updating User 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.
- ❖ 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.



Designation of Subrecipient Agent (DSA) Form

Subrecipient:			
Public Assistance ☐	Hazard Mitigation ☐	Mutual Aid ☐	Other ☐
Other:	Disaster Number(s):		

*Leave Disaster Number(s) blank if only selecting Mutual Aid

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 secondary 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)



Designation of Subrecipient Agent (DSA) Form

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)



L. Rene Phillips
Preparedness Officer
FEMA Grant Programs Directorate (GPD) / Homeland Security Programs Division (HSPD) Port
Security Grant Program (PSGP) / Transportation Infrastructure Security Branch (TISB)

August 17, 2026

**RE: Port Security Grant Program – Change of Authorized Representatives and Grant
Administration Contacts**

Dear Ms. Phillips:

Galveston County respectfully requests that the Federal Emergency Management Agency
update the authorized representatives and grant administration contacts associated with the
County's Port Security Grant Program awards, including the following:

- EMW-2024-PU-05346
- EMW-2025-PU-05180

Galveston County's designated points of contact to oversee and manage the Port Security Grant
Program awards are as follows:

- **Heather Melton, Grants Coordinator II**

Role: Grant Administrator and primary point of contact responsible for day-to-day
administration, coordination, reporting, and compliance activities.

Email: heather.melton@galvestoncountytexas.gov

- **Miriam Moran, Director of Grants Administration**

Role: Administrative point of contact for the Port Security Grant Program awards.

Email: miriam.moran@galvestoncountytexas.gov

- **NEW: Gina Collins, Accountant II**

Role: Administrative point of contact for the Port Security Grant Program awards.

Email: gina.collins@galvestoncountytexas.gov

COUNTY OF GALVESTON



GRANTS ADMINISTRATION

Galveston County further requests that all records, systems, and grant files be updated to reflect these changes. Please remove any individuals who are no longer serving in these capacities, with the exception of Christie Motogbe, First Assistant County Auditor, and Faisal Nofal, Accountant II.

Sincerely,

Mark Henry
County Judge
Galveston County