



MEMORANDUM

To: Galveston County Commissioners Court

From: Grants Administration

Court Date: August 3, 2026

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

BACKGROUND

Galveston County participates in multiple grant programs administered by the Federal Emergency Management Agency (FEMA) and the United States Department of Homeland Security (DHS), including Public Assistance (PA), Hazard Mitigation Assistance (HMA), and Preparedness grants administered through the Texas Division of Emergency Management (TDEM). Administration of these grants requires the execution of grant agreements, amendments, reimbursement requests, certifications, closeout documents, and other related grant documents.

These grant categories encompass a variety of federal programs. PA grants provide funding for emergency work and the repair or replacement of disaster-damaged public infrastructure following presidentially declared disasters. HMA grants include the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), and Building Resilient Infrastructure and Communities (BRIC) programs, which support projects that reduce long-term disaster risk. Preparedness grants administered through DHS include programs such as the Port Security Grant Program (PSGP), Homeland Security Grant Program (HSGP), State Homeland Security Program (SHSP), Urban Area Security Initiative (UASI), and Emergency Management Performance Grant (EMPG), which strengthen the Nation's preparedness and security capabilities.

Grants Administration maintains the County's signatory and authorized representative documentation to support the administration of these grant programs.

SUMMARY

Grants Administration is presenting a Signatory Resolution authorizing the County Judge, Grants Administration Director, and County Auditor to execute documents necessary for the administration of FEMA PA, HMA, and Preparedness grants.



Grants Administration is also presenting an updated DSA form and a PSGP Authorized Representatives and Grant Administration Contacts Update.

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 Signatory Resolution, updated DSA form, and PSGP Authorized Representatives and Grant Administration Contacts Update, as submitted

ATTACHEMENTS FOR WET SIGNATURE

- Signatory Resolution
- Updated DSA Form
- Existing DSA Form executed March 3, 2026 (reference only)
- PSGP Authorized Representatives and Grant Administration Contacts Update

RESOLUTION

A RESOLUTION OF THE COMMISSIONERS COURT OF GALVESTON COUNTY, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS, REQUESTS FOR FUNDS, AND OTHER DOCUMENTS PERTAINING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLIC ASSISTANCE, HAZARD MITIGATION ASSISTANCE, AND PREPAREDNESS GRANTS

WHEREAS, Galveston County, Texas, participates in grant programs administered by the Federal Emergency Management Agency ("FEMA"), including Public Assistance ("PA"), Hazard Mitigation Assistance ("HMA"), and Preparedness grants, through the Texas Division of Emergency Management ("TDEM") and the United States Department of Homeland Security ("DHS"); and

WHEREAS, it is necessary to appoint persons to execute contractual documents, requests for reimbursement, grant amendments, certifications, assurances, closeout documents, and other documents required for the administration of FEMA grant programs; and

WHEREAS, Galveston County, Texas, acknowledges that, in the event an authorized signatory of the County changes due to election, illness, resignation, or otherwise, the County may be required to provide updated authorization documents to TDEM, DHS, and FEMA.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS COURT OF GALVESTON COUNTY, TEXAS, AS FOLLOWS:

The County Judge, Grants Administration Director, and County Auditor are authorized to execute contractual documents, requests for reimbursement, grant amendments, certifications, assurances, closeout documents, and any other documents necessary for the administration of Federal Emergency Management Agency Public Assistance, Hazard Mitigation Assistance, and Preparedness grants administered through the Texas Division of Emergency Management and the United States Department of Homeland Security.

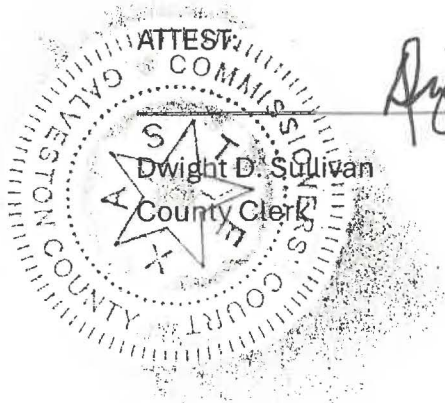
This Resolution shall apply to all current and future Federal Emergency Management Agency Public Assistance, Hazard Mitigation Assistance, and Preparedness grants unless otherwise directed by the Commissioners Court.

PASSED, APPROVED, and ADOPTED by the Commissioners Court of Galveston County, Texas, on this 3rd day of August, 2026.

Mark Henry
County Judge

Mark Henry

Dwight D. Sullivan





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:	Galveston County		
Public Assistance	☒	Hazard Mitigation	☒
Mutual Aid	☐	Other	☐
Other:	Disaster Number(s): 1791 4332 4485 4572 4586 4798		

*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:	Jamie Brownson	Office Number:	409.770.5331
Position/Title:	Grants Coordinator III	Cell Number:	N/A
Email:	jamie.brownson@galvestoncountytexas.gov	Fax Number:	N/A
Organization:	Galveston County		
The Primary Agent will have full access to GMS.			

Secondary Agent			
Serves as the secondary point of contact for projects.			
Name:	Heather Melton	Office Number:	409.770.5434
Position/Title:	Grants Coordinator II	Cell Number:	N/A
Email:	heather.melton@galvestoncountytexas.gov	Fax Number:	N/A
Organization:	Galveston County		
The Secondary Agent will have full access to GMS.			

Primary Finance Agent			
Serves as the primary point of contact for financial matters			
Name:	Sergio Cruz	Office Number:	409.770.5398
Position/Title:	County Auditor	Cell Number:	N/A
Email:	sergio.cruz@galvestoncountytexas.gov	Fax Number:	N/A
Organization:	Galveston County		
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:	Mark Henry	Office Number:	409.766.2244
Position/Title:	County Judge	Cell Number:	N/A
Email:	mark.henry@co.galveston.tx.us	Fax Number:	N/A
Organization:	Galveston County		
GMS Access (pick 1):	Full ☒	Contributor ☐	Read-Only ☐


Signature of Certifying Official

Mark Henry

Print Name

August 3, 2026
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:	Diana Huallpa	Office Number:	409.770.5442
Position/Title:	Chief Financial Officer	Cell Number:	N/A
Email:	diana.huallpa@galvestoncountytexas.gov	Fax Number:	N/A
Organization:	Galveston County		
GMS Access (pick 1):	Full ☒	Contributor ☐	Read-Only ☐

Alternate Contact			
Name:	Miriam Moran	Office Number:	409.770.5550
Position/Title:	Grants Administration Director	Cell Number:	N/A
Email:	miriam.moran@galvestoncountytexas.gov	Fax Number:	N/A
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 ☐

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Organization:			
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Name:	Jamie Brownson
Position/Title:	Grants Coordinator III
Email:	jamie.brownson@galvestoncountytexas.gov
Organization:	Galveston County
The Primary Agent will have full access to GMS.	

Secondary Agent	
Serves as the secondary point of contact for projects.	
Name:	Heather Melton
Position/Title:	Grants Coordinator II
Email:	heather.melton@galvestoncountytexas.gov
Organization:	Galveston County
The Secondary Agent will have full access to GMS.	

Primary Finance Agent	
Serves as the primary point of contact for financial matters	
Name:	Sergio Cruz
Position/Title:	County Auditor
Email:	sergio.cruz@galvestoncountytexas.gov
Organization:	Galveston County
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:	Mark Henry
Position/Title:	County Judge
Email:	mark.henry@co.galveston.tx.us
Organization:	Galveston County
GMS Access (pick 1): Full ☒ Contributor ☐ Read-Only ☐	

Mark Henry
Digitally signed by Mark Henry
Date: 2025.03.03 12:38:03
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Signature of Certifying Official

Mark Henry

Print Name

3/3/26

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

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Name:	Diana Hualpa	Office Number:	409.770.5442
Position/Title:	Chief Financial Officer	Cell Number:	N/A
Email:	diana.hualpa@galvestoncountytx.gov	Fax Number:	N/A
Organization:	Galveston County		
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 ☐

Mark Henry
Digitally signed by Mark Henry
Date: 2026.03.05 13:45:38
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Signature of Certifying Official

Mark Henry

Print Name

3/5/26

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 3, 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 Judge Mark Henry has designated new points of contact to oversee and manage the county's Port Security Grant Program awards. Please work with the following individuals on all matters regarding these grants:

- **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

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

COUNTY OF GALVESTON



GRANTS ADMINISTRATION

the exception of Christie Motogbe, First Assistant County Auditor, and Faisal Nofal, Accountant II.

Sincerely,

Mark Henry
County Judge
Galveston County