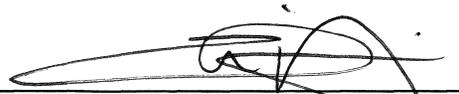


Texas Division of Emergency Management

Designation of Subrecipient Agent

Primary Contacts	
Subrecipient: Collin County	
Disaster Number(s): DR-4586	Grant Program: PA
Primary Agent	
Serves as the primary point of contact for projects.	
Name: Janna Benson-Caponera	Office Number: 972-548-4638
Position/Job Title: Grant Accounting & Reporting Manager	Fax Number: 972-548-4696
Organization/employer: Collin County	Cell Number:
Email* jcaponera@co.collin.tx.us	The Primary Agent will have full GMS access
Secondary Agent	
Serves as the secondary point of contact for projects.	
Name: Pat Skipper	Office Number: 972-548-4796
Position/Job Title: Grant Writer	Fax Number: 972-548-4696
Organization/employer: Collin County	Cell Number:
Email* pskipper@co.collin.tx.us	The Secondary Agent will have full GMS access
Primary Finance Agent	
Serves as the primary point of contact for financial matters.	
Name: Linda Riggs	Office Number: 972-548-4643
Position/Job Title: County Auditor	Fax Number: 972-548-4696
Organization/employer: Collin County	Cell Number:
Email* lriggs@co.collin.tx.us	The Primary Finance Contact will have full GMS access
Certifying Official	
Serves as the official representative of the organization. Must possess the authority to obligate funds & enter into contracts for the organization.	
Name: Chris Hill	Office Number: 972-548-4632
Position/Job Title: County Judge	Fax Number:
Organization/employer: Collin County	Cell Number:
Email* chill@co.collin.tx.us	GMS Access (pick 1) Full <input checked="" type="checkbox"/> Read Only <input type="checkbox"/> None <input type="checkbox"/>
<i>The above Primary and Secondary Agents are hereby authorized to execute and file the application on behalf of this organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. Primary Financial Agent and the Certifying Official are authorized to represent and act for this organization in all financial operations pertaining to this grant with the State of Texas. The Primary Agent will have authority to add or remove users within the Texas Division of Emergency Management (TDEM) Grant Management System (GMS) for all grants.</i>	
*Note: All email addresses must be unique to user	



Signature of Certifying Official

CHRIS HILL

Print Name

13 APRIL 2021

Date

(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)

GRANT TERMS AND CONDITIONS

EXHIBIT G

Match Certification

Additional Grant Certifications

Subrecipient certifies that it has the ability to meet or exceed the cost share required for all subawards (Projects) and amendments (versions) under this Grant Agreement.

Duplication of Program Statement

Subrecipient certifies there has not been, nor will there be, a duplication of benefits for this project.

Match Certification

Federal Debt Disclosure

Subrecipient certifies that it is not delinquent on any Federal Debt.

For Hazard Mitigation Projects Only:

Maintenance Agreement

Applicant certifies that if there is a Maintenance Agreement needed for this facility copy of that agreement will be provided to TDEM.

Environmental Justice Statement

Federal Executive Order 12898 compliance requirements – If there are any concentrations of low income or minority populations in or near the HMGP project:

1. Applicant certifies that the HMGP project result will not result in a disproportionately high or adverse effect on low income or minority populations.

OR

2. Applicant certifies that action will be taken to ensure achievement of environmental justice for low income and minority populations related to this HMGP project.

Instructions:

- The Designation of Subrecipient Agent (DSA) form is divided into two pages, the Primary Contacts page and the optional Alternate Contacts page. The second page is not required if there are no additional contacts to list.
- In the header of the document, list the name of the subrecipient (the organization applying for the grant), as well as the disaster numbers and grant program this DSA applies to (the disaster number is 4 digits long and assigned by FEMA. For example, Hurricane Harvey is 4332. The grant program is either PA for Public Assistance or HMGP for Hazard Mitigation Grant Program.)
- Multiple disasters may be listed on one DSA as long as specific disaster numbers are indicated.
- None of the positions on the primary contact page may be left blank. However, the same person may hold multiple positions. Contacts may be left blank on the additional contact page.
- If a third party consultant/contractor is listed on the DSA, the agency that they are employed by should be listed in the Organization/Employer field.
- All contacts require a unique email address. Additionally, contacts on the DSA cannot share the same email address.
- All contacts must have a phone number listed.
- Granting a contact full Grants Management System (GMS) access will allow them to perform tasks such as submitting quarterly reports and requesting reimbursements, time extensions and scope/cost modifications within the State of Texas Grant Management System on behalf of the subrecipient. Granting a contact Read Only access will allow a contact to view information in GMS, but they will not be able to edit any existing information themselves.
- The Primary, Secondary, and Finance Agents will always be granted full GMS access for all grants within the program selected.
- The subrecipient can request that GMS access be added or revoked from a contact at any time if the need arises.
- The Certifying Official must be an individual who possesses the authority to obligate funds and enter into contracts on behalf of the subrecipient.
- Both pages, if applicable, of the DSA must be signed and dated by the certifying official.
- If a new DSA is submitted with a different person listed for a position on the primary contact sheet, 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 unless they are specified in the field provided.