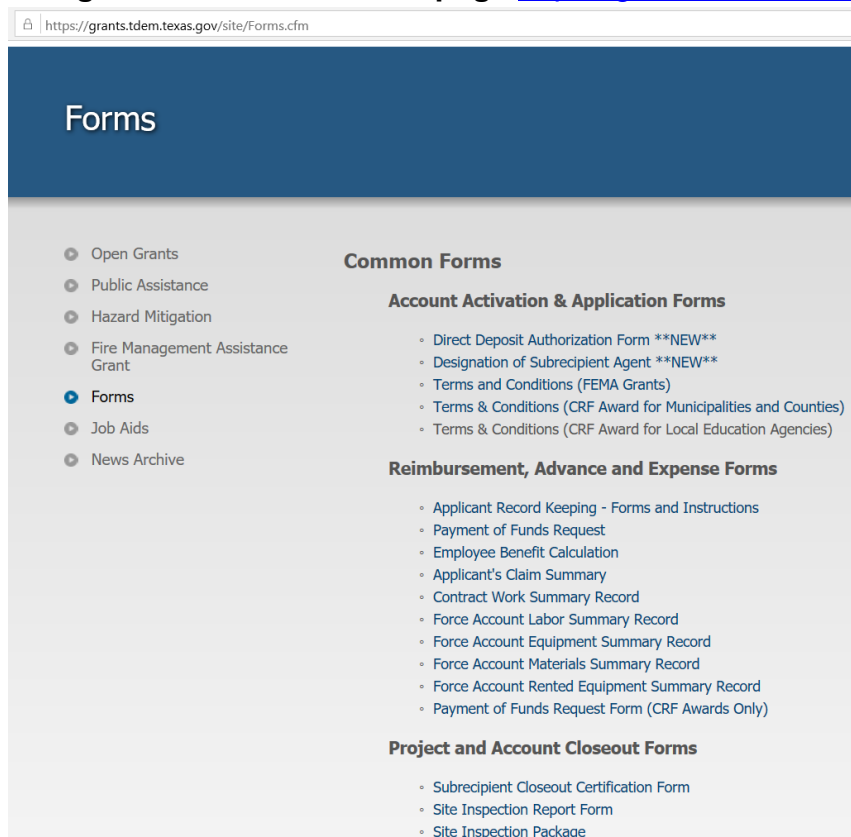


Account Activation - Submitting Documents

Applicants must complete, sign and submit a **Designation of Subrecipient Agent Form**, **Terms & Conditions Agreement Form** and a **Direct Deposit Authorization Form** to TDEM before any funds can be processed. Forms are available to download from the GMS Forms page <https://grants.tdem.texas.gov/site/Forms.cfm>

Download and Complete Forms

1. Navigate to the GMS Forms page <https://grants.tdem.texas.gov/site/Forms.cfm>



The screenshot shows the GMS Forms page. The browser address bar displays <https://grants.tdem.texas.gov/site/Forms.cfm>. The page has a dark blue header with the word "Forms" in white. Below the header is a sidebar with a list of links: Open Grants, Public Assistance, Hazard Mitigation, Fire Management Assistance Grant, Forms (selected), Job Aids, and News Archive. The main content area is titled "Common Forms" and is divided into three sections: "Account Activation & Application Forms", "Reimbursement, Advance and Expense Forms", and "Project and Account Closeout Forms".

- Open Grants
- Public Assistance
- Hazard Mitigation
- Fire Management Assistance Grant
- Forms**
- Job Aids
- News Archive

Common Forms

Account Activation & Application Forms

- Direct Deposit Authorization Form ****NEW****
- Designation of Subrecipient Agent ****NEW****
- Terms and Conditions (FEMA Grants)
- Terms & Conditions (CRF Award for Municipalities and Counties)
- Terms & Conditions (CRF Award for Local Education Agencies)

Reimbursement, Advance and Expense Forms

- Applicant Record Keeping - Forms and Instructions
- Payment of Funds Request
- Employee Benefit Calculation
- Applicant's Claim Summary
- Contract Work Summary Record
- Force Account Labor Summary Record
- Force Account Equipment Summary Record
- Force Account Materials Summary Record
- Force Account Rented Equipment Summary Record
- Payment of Funds Request Form (CRF Awards Only)

Project and Account Closeout Forms


- Subrecipient Closeout Certification Form
- Site Inspection Report Form
- Site Inspection Package

2. Click on the form to download.
3. Open and complete the form.
4. Obtain the required authorized signature.
5. Scan and save the signed form to your computer.

Attach Forms to Account Activation

6. Login to GMS at <https://grants.tdem.texas.gov>
Related Job Aids: [Reset Password/Forgot Login](#)
[Register for GMS Access](#)

grants.tdem.texas.gov Home Open Grants Public Assistance Hazard Mitigation Fire Management Assistance Grant Forms Job Aids



TDEM Grants Management System

grants.tdem.texas.gov tracks Emergency Management grants in Texas. The system manages the process from application through closeout.

Returning User Login:

Email:

Password:

[Sign In](#) [Register](#)

[Forgot Password?](#)

7. Navigate to the “*Applicant Summary*” screen

Users assigned to single applicant

- Select the Home menu button.

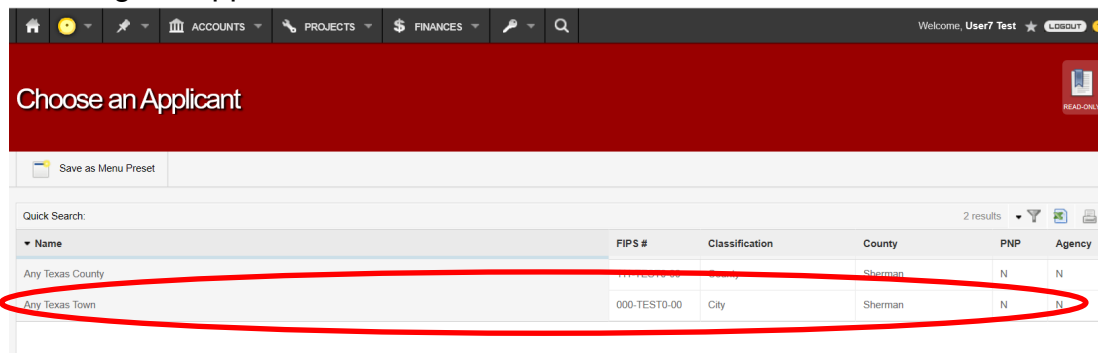


Users assigned multiple applicants

- Select the Home menu button.



- A listing of assigned applicants will be displayed. Select the applicant from the list of assigned applicants.



Choose an Applicant

Save as Menu Preset

Quick Search: 2 results

Name	FIPS #	Classification	County	PNP	Agency
Any Texas County	000-TEST0-00	County	Sherman	N	N
Any Texas Town	000-TEST0-00	City	Sherman	N	N

8. From the Applicant Summary page, click on Accounts on the left menu then select Account Activation for a list of the applicant's Account Activations.

The screenshot shows the 'Any Texas Town' applicant summary page. The left sidebar contains a menu with 'Accounts' highlighted. Under 'Accounts', 'Requests for Assistance' is selected, and 'Account Activation' is the active sub-menu. The main content area displays 'Accounts >> Account Activation' with a 'Quick Search' bar and a table of results. The table has columns for 'Grant #', 'Type', 'Workflow Step', and 'Day'. One result is shown for Grant # GMS1234.

Grant #	Type	Workflow Step	Day
GMS1234	Generate Funding Agreement Upon Assistance Request Approval	1) Attach Required Fo...	10

9. Select the Account Activation for the grant/award you want to access

This screenshot is identical to the previous one, but with a red rectangle highlighting the first row of the 'Account Activation' table: Grant # GMS1234, Type Generate Funding Agreement Upon Assistance Request Approval, Workflow Step 1) Attach Required Fo..., and Day 10.

Grant #	Type	Workflow Step	Day
GMS1234	Generate Funding Agreement Upon Assistance Request Approval	1) Attach Required Fo...	10

10. Scroll to the bottom of the Account Activation page and click the Add Document button.

John Lecheler logged in as User7 Test

GMS1234 Test Award > Any Texas Town > Account for GMS1234 - Any Texas Town

Account Activation #4256

Routing In Progress: Attach Required Forms and Documents (Step 1 of 5)

Submit

More

Summary

Notes

Documents

Workflow

History

Deliverables

- ☐ Attached the award Terms and Conditions or the Application/Certification from signed by a certified official or authorized designee.
- ☐ Attached the completed Direct Deposit Authorization Form signed by an authorized official or designee.
- ☐ Attached the completed Designated Subrecipient Authorization Form signed by a certified official or authorized designee.

[View All Completed Deliverables](#)

Grant

GMS1234 Test Award
State Public Assistance
Declared: July 1, 2020
Closed: August 1, 2020
Emergency Deadline: July 18, 2020
Permanent Deadline: August 1, 2020

Applicant

Any Texas Town
Sherman County (5 - Northwest Texas Region Region)
FIPS #: 000-TEST0-00
State #: 90052 FEIN #: 111111111
Vendor #:
DUNS #: 111222333
Type: City
Physical/Mailing: 1 Longhorn Drive
Sherman, TX

Account Activation Details

Ensures applicants meet federal and state eligibility requirements to receive funds. Documents support the minimum requirements in order to activate an account. The account activation must be complete before payments can be processed.

Grant Agreement Type: Generate Funding Agreement Upon Assistance Request Approval

Applicant Correspondence Preference: Electronic

Authorized Agent(s)

Mailing Address: 1 Longhorn Drive
Sherman, TX

Request for Assistance Status: < no value >

Workflow Summary

Current Step: 1) Attach Required Forms and Documents
Description: Submission
Extended Description: A) Attach the award Terms and Conditions or the Application/Certification from signed by a certified official or authorized designee.
B) Attach the completed Direct Deposit Authorization Form signed by an authorized official or designee.
C) Attach the completed Designated Subrecipient Authorization Form signed by a certified official or authorized designee.

Recipients: Support Affiliate (State)

Submission: Jul 17, 2020 at 1:25 PM by John Lecheler 11 days ago

Notes & Comments

Add Note

No Uploaded Documents

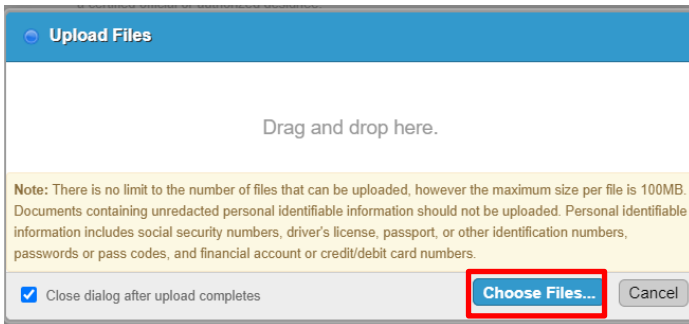
Add Document

No Issues

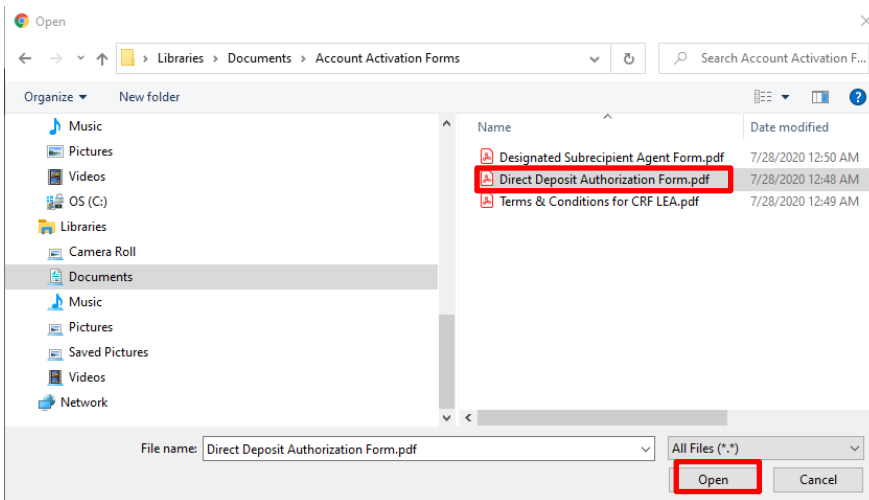
Add Issues

There are currently no notes.
Be the first to add one

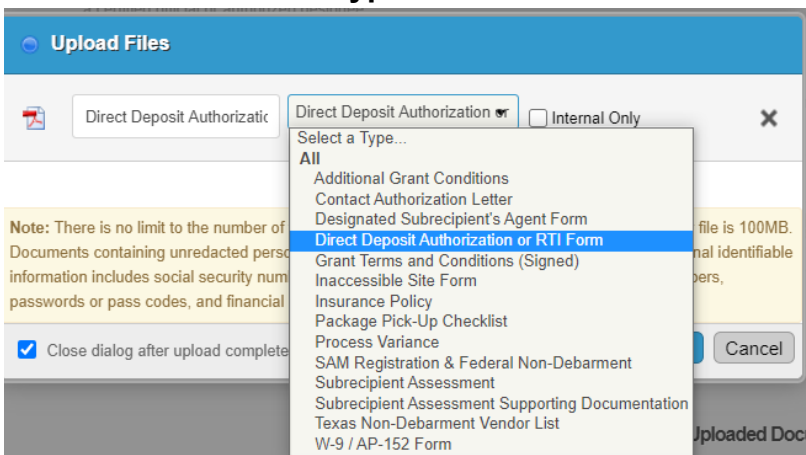
11. Either drag and drop the file you want to attach or select Choose Files to navigate to the file you want to attach.



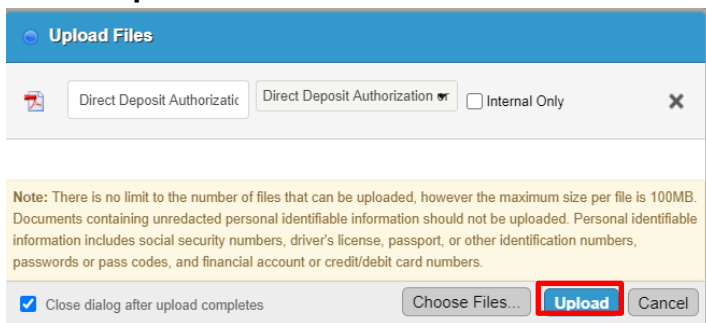
12. Select the file you want to attach, then select Open



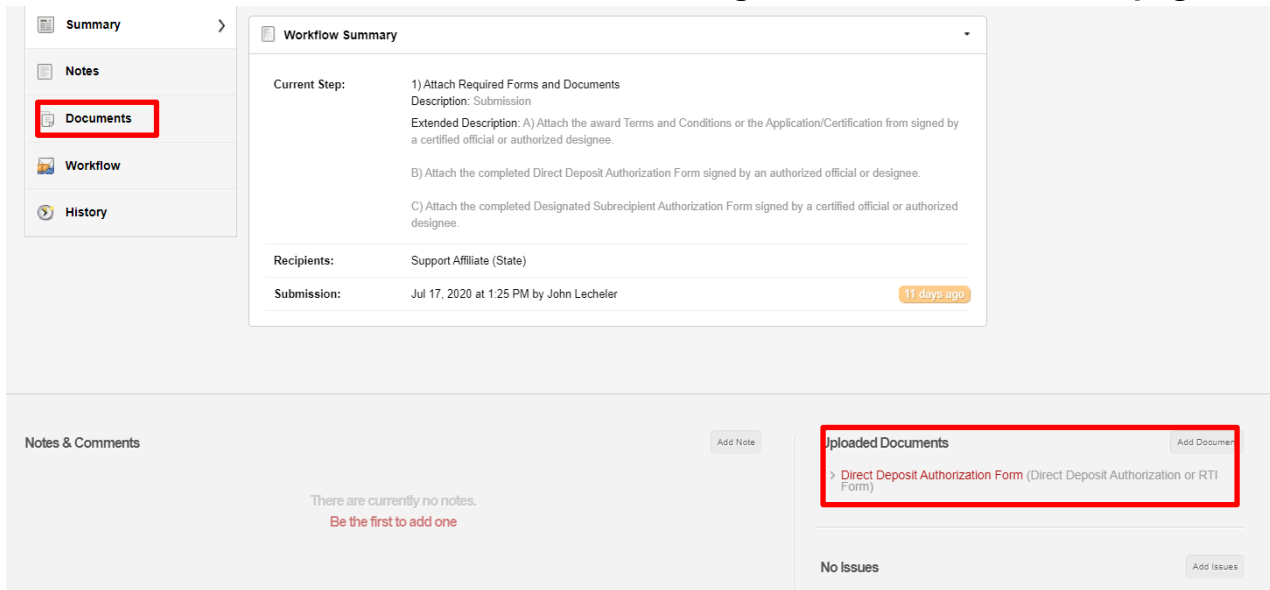
13. Select the Document Type Label



14. Select Upload to attach the document



15. Document will be added to the documents listing and at the bottom of the page



16. Repeat steps 12 through 15 for each additional document.

17. Click on each deliverable as they are completed. Note: All deliverables must be completed before the account activation can be advanced in the workflow.

Account Activation #4256
Routing in Progress: Attach Required Forms and Documents (Step 1 of 5)

Advance Set on Hold Deny Delete

Deliverables

- ☒ Attached the award Terms and Conditions or the Application/Certification from signed by a certified official or authorized designee. [Completed By You]
- ☐ Attached the completed Direct Deposit Authorization Form signed by an authorized official or designee.
- ☒ Attached the completed Designated Subrecipient Authorization Form signed by a certified official or authorized designee. [Completed By You]

[View All Completed Deliverables](#)

Account Activation Details

Ensures applicants meet federal and state eligibility requirements to receive funds. Documents support the minimum requirements in order to activate an account. The account activation must be complete before payments can be processed.

Grant

GMS1234 Test Award
State Public Assistance
Declared: July 1, 2020
Closed: August 1, 2020
Emergency Deadline: July 18, 2020
Permanent Deadline: August 1, 2020

Applicant

Any Texas Town
Sherman County (5 - Northwest Texas Region Region)
FIPS #: 000-TEST0-00
State #: 90052 FEIN #: 111111111

18. When all documents are attached and all Deliverables are marked complete, Click the Advance button to advance the Account Activation workflow to the state for review.

Account Activation #4256
Routing in Progress: Attach Required Forms and Documents (Step 1 of 5)

Advance Set on Hold Deny Delete

Advance this Account Activation

Before Advancing this Account Activation please fill out the necessary information below.

Leave a note:

Cancel Advance

Grant

GMS1234 Test Award
State Public Assistance
Declared: July 1, 2020
Closed: August 1, 2020
Emergency Deadline: July 18, 2020
Permanent Deadline: August 1, 2020

Applicant

Any Texas Town
Sherman County (5 - Northwest Texas Region Region)
FIPS #: 000-TEST0-00
State #: 90052 FEIN #: 111111111
Vendor #:
DUNS #: 111222333
Type: City
Physical/Mailing: 1 Longhorn Drive
Sherman, TX.

19. User may/not choose to include a note before confirming by selecting Advance on the confirmation window.