

HSD Fiscal Sponsorship Requirements

Applicants for HSD funding opportunities that intend to use a fiscal sponsor should review these requirements carefully with their fiscal sponsor. Additionally, by submitting an application through a fiscal sponsor, applicants acknowledge that the City will only contract with the fiscal sponsor, the applicant will be a subcontractor to the fiscal sponsor, and all payments to the applicant shall be the legal responsibility of the fiscal sponsor, not the City.

Applicants and fiscal sponsors must agree to and meet the following requirements:

- Fiscal sponsors must meet the [HSD Minimum Agency Eligibility Requirements](#).
- Fiscal sponsors are required to comply with all [HSD Contracting Requirements](#).
- Fiscal sponsors are required to enter into the Human Services Department Agency Services Agreement for this funding, regardless of whether the fiscal sponsor has a separate Master Agency Services Agreement with the City. The terms and conditions of the Agency Services Agreements shall be included in any contract awarded as a result of this funding opportunity and are not negotiable.
- Before contract execution and as a condition of award, applicant and fiscal sponsor must submit a signed agreement that is between the applicant and fiscal sponsor. The agreement must outline the mutual roles and responsibilities of the applicant and fiscal sponsor, including agreement on the fiscal sponsor's administrative fees and payments to the applicant for services provided by applicant.
- Fiscal sponsors are required to submit financial documents to HSD as outlined in the funding process application and/or at the request of the RFP/Q coordinator.
- Fiscal sponsors are required to submit a roster of their current Board of Directors or that of comparable management or leadership team individual as outlined in the funding process application and/or at the request of the RFP/Q coordinator. Rosters should include first and last names, and any Board or leadership team title and/or role they hold (e.g. Treasurer, Chair, etc.)
- Fiscal sponsors are required to submit minutes of their last three Board of Directors meetings or that of comparable management or leadership team meetings that demonstrate the overall fiscal health, stability, and solvency of their agency as outlined in the funding process application and/or at the request of the RFP/Q coordinator