

HSD Fiscal Sponsor Requirements

Applicants for HSD funding opportunities that have a fiscal sponsor, must ensure their fiscal sponsor can 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 comply with the Terms and Conditions of the Human Services Department [Master Agency Services Agreement](#). These requirements shall be included in any contract awarded as a result of this funding opportunity and are not negotiable.
- 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.