**North Carolina Emergency Solutions Grants Program**
**FY 2019-2020 Fiscal Sponsor Application**Funding for the 2020 Program Year (January 1, 2020 – December 31, 2020)
For submission information, refer to the NC ESG Application Instructions

# **Fiscal Sponsor Summary**

## Fiscal Sponsor Information

|  |  |
| --- | --- |
| Legal Name of Organization:(as it appears on your Organization’s tax return):           | Select Organization Type: |
| Physical Address, including City, State and Zip:      | Mailing Address, including City, State and Zip:      |
| Telephone:      | Website:      |
| Federal Tax ID Number:      | DUNS #:      |
| Date of Incorporation:mm/dd/yyyy | Organization’s Fiscal Year: mm/dd to mm/dd |
| Has the organization previously been a Fiscal Sponsor?  |
| If yes, please provide the year(s) that the organization was a fiscal sponsor:       |

## Fiscal Sponsor’s Primary Contact

Provide the following information for the person to whom all communication regarding this application should be directed.

|  |  |
| --- | --- |
| Name:      | Title:      |
| Telephone:       | E-mail:       |

## Sponsored Organizations

|  |
| --- |
| Name of Organization(s) Sponsored:      |
| Of these organizations, list the organizations that were previously sponsored:       |
| Of these organizations, list the organizations that will be newly sponsored:       |

## Signatory Authority

Enter the information for the person authorized to sign contracts for the organization.

|  |  |
| --- | --- |
| Name:       | Title:      |
| Telephone:      | E-mail:      |
| Mailing Address:       |

# **Fiscal Sponsor**

## 5. Capacity

The following questions should be answered by the Fiscal Sponsor.

1. Does the Fiscal Sponsor have paid staff to provide administrative support for the ESG funds?
2. Does the Fiscal Sponsor have the financial capacity to pay subrecipients while waiting for reimbursement from the NC ESG Office?
	1. If yes, please explain the organization’s process for paying subrecipients.

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|       |

1. Describe the procedures for reviewing subrecipients requisitions, grant spend down rates, and monitoring (ESG contract compliance, client file reviews, etc.).

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|       |

1. Describe the follow up procedures to assure that all issues and findings are addressed.

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1. Describe the procedures and process used by the organization for contracting with subrecipients.

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|       |

## CoC/LPA Selection

The following questions should be answered by the CoC/LPA Lead Agency. If the CoC/LPA lead is the Fiscal Sponsor, a designated individual who is in CoC/LPA leadership but not at the Fiscal Sponsor organization must complete and sign the form. (ex. Membership Committee Chair, Alternate Lead Org., etc.)

1. Please describe how the Fiscal Sponsor was selected.

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|       |

1. Is the Fiscal Sponsor imposing any additional requirements on one or more of the project applicants?
	1. If yes, please describe the additional requirements and the rational for doing so.

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|       |

# **Certifications**

## CoC/LPA Certification

To the best of my knowledge and belief, all information in this fiscal application is true and correct.

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| --- |
| Name of CoC/LPA Lead Agency Organization      |
| Name of Authorized Official      |
| Title      | Date      |
| Signature |

If the CoC/LPA lead is the Fiscal Sponsor, a designated individual who is CoC/LPA leadership but not employed with the Fiscal Sponsor organization must complete and sign the form. (ex. Membership Committee Chair, Alternate Lead Org., etc.)

## Fiscal Sponsor Certification

I certify that we understand the duties as described above and will perform them for all applicants in the CoC/Local Planning Area. To the best of my knowledge and belief, all information in this application is true and correct.

|  |
| --- |
| Name of Fiscal Sponsor Organization      |
| Name of Authorized Official      |
| Title      | Date      |
| Signature |

## Sponsored Agency Certification

I certify that we wish to have the above named fiscal sponsor, and we agree to the terms as a subrecipient of the fiscal sponsor. To the best of my knowledge and belief, all information in this application is true and correct.

|  |
| --- |
| Name of Sponsored Organization      |
| Name of Authorized Official      |
| Title      | Date      |
| Signature |

##  Sponsored Agency Certification

I certify that we wish to have the above named fiscal sponsor, and we agree to the terms as a subrecipient of the fiscal sponsor. To the best of my knowledge and belief, all information in this application is true and correct.

|  |
| --- |
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| Name of Authorized Official      |
| Title      | Date      |
| Signature |

## Sponsored Agency Certification

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| Name of Authorized Official      |
| Title      | Date      |
| Signature |

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| Name of Authorized Official      |
| Title      | Date      |
| Signature |

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| Name of Authorized Official      |
| Title      | Date      |
| Signature |

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| Title      | Date      |
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| Title      | Date      |
| Signature |

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| Title      | Date      |
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| Name of Sponsored Organization      |
| Name of Authorized Official      |
| Title      | Date      |
| Signature |