



Fiscal Agent Commitment Form

Submit applications to EOPapplications@cityofmadison.com

Deadline: 12pm March 26, 2020

A Fiscal Agent relationship is an arrangement in which a 501c(3) organization agrees to assume financial and legal oversight on behalf of another agency or group. Grant allocations and contracts are awarded to the Fiscal Agent. The City encourages Fiscal Agent's to provide mentoring and capacity building assistance in areas of program design and administrative functioning.

Fundamental expectations of the Fiscal Agent and applicant relationship:

1. Fiscal Agents should be confident the applicant agency or group is able to successfully implement the proposed project or program.
2. The Fiscal Agent will accept allocated funds from the City of Madison for the identified program or project and reimburse the applicant for allowable expenses.
3. The Fiscal Agent will provide and purchase the necessary insurance coverage for the identified program. The cost of insurance should be included in the proposed budget.
4. The Fiscal Agent will ensure that the funded project or program is in compliance with City of Madison Purchase of Service Contract requirements, including but not limited to Non-Discrimination and Affirmative Action requirements, and equal benefits protections.
5. The Fiscal Agent will assist applicant in keeping the district alder and relevant City staff apprised in the course of planning for and carrying out their activities/project.

The Fiscal Agent should complete the following:

Applicant Agency or Group:

Title of Proposal:	
Applicant Personal Contact:	
Address:	
E-mail:	
Phone:	

Fiscal Agent Organization:

501c(3): Y or N

Fiscal Agent Contact Person:	
Address:	
E-mail:	
Phone:	
Year Founded:	

-SIGNATURE PAGE-

If the applicant agency is funded through the City of Madison, funds will be administered through a contract with the identified Fiscal Agent. As an identified Fiscal Agent for this proposal, Agent agrees to meet fundamental expectations as outlined in this document. Additionally, the Fiscal Agent states intent to comply with City of Madison contract requirements including, but not limited to the following:

1. Insurance

If funded, the Fiscal Agent agrees to secure insurance coverage for the proposed program or project, in the following areas, to the extent required by the City Office of Risk Management:

- Commercial General Liability
- Automobile Liability
- Worker's Comp
- Professional Liability

The cost of this coverage can be considered in the request for funding. A sample Certificate of Insurance that will be required at the time of contracting is available on the City of [Madison Risk Management website](#).

2. Affirmative Action:

If funded, Fiscal Agent hereby agrees to comply with City of Madison Ordinance 39.02 and file either an exemption or an Affirmative Action Plan with the Department of Civil Rights. For more information on these requirements, please visit the Department of Civil Rights website:

<http://www.cityofmadison.com/dcr/programsCCP.cfm>.

3. City of Madison Contracts:

If funded, Fiscal Agent agrees to comply with all applicable local, State and Federal provisions. A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520.

If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected agency.

4. Signature:

(Any applications submitted without a signature will be considered incomplete and will not be considered for funding.)

Printed Name of Fiscal Agent Contact: _____

Signature of Fiscal Agent Contact: _____

Date: _____