

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 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 individuals. 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.
- Fiscal sponsors must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
- Fiscal sponsors must meet all licensing requirements that apply to its organization. Companies must license, report, and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
- If applicable, fiscal sponsors incorporated as private non-profit corporations in the State of Washington, must have been granted 501(C) (3) tax exempt status by the United States Internal Revenue Service, and the fiscal sponsor's 501(C) (3) status must be in good standing and must not have been revoked in the previous calendar year.
- If applicable, the fiscal sponsor is a federally-recognized or Washington State-recognized Indian tribe.
- If the fiscal sponsor is a public corporation, commission, other legal entity or authority established pursuant to RCW 35.21.660 or RCW 35.21.730, the fiscal sponsor's status as a legal entity must be in good standing and must not have been revoked in the previous calendar year.