

# **SAMPLE STATEMENT OF FISCAL AGENT RESPONSIBILITIES**

\_\_\_\_\_ shall act as a Fiscal Agent for \_\_\_\_\_  
(Organization Name) (Applicant)  
for its \_\_\_\_\_.  
(Applicant's Project)

The applicant has or will submit a grant application for the Fiscal Year 2022-23 City of San Pablo CHILDHOOD OBESITY PREVENTION (COP) Grant Program under the Youth, School, & Community Partnerships Division (YSCP).

If the project is awarded funds, the Fiscal Agent shall accept the following responsibilities:

- Enter into an agreement with the City of San Pablo to provide specified services in accordance with any YSCP funding condition(s);
- Receive payments from the City of San Pablo for project expenses and disburse funds to the applicant;
- Maintain adequate accounting records for the YSCP funded project;
- Submit project reports to the City of San Pablo as required;
- Participate in the YSCP evaluation system.

\_\_\_\_\_  
**Fiscal Agent (Organization Name)**

\_\_\_\_\_  
**Address of Fiscal Agent's Authorized Representative**

\_\_\_\_\_  
**Phone Number and email address of Fiscal Agent's Authorized Representative**

\_\_\_\_\_  
**Fiscal Agent (Authorized Representative)  
PRINT NAME**

BY: \_\_\_\_\_  
**Fiscal Agent (Authorized Representative)  
SIGNATURE and TITLE**

DATE: \_\_\_\_\_