

INYO-MONO IRWMP
FISCAL AGENT SCOPE OF SERVICES
April 25, 2012

The Inyo-Mono Regional Water Management Group (RWMG) was formed under Proposition 84 and California Department of Water Resources (DWR) guidelines to define and implement water-related goals and programs within the planning region. Much of the funding that the RWMG seeks to obtain and manage is provided by DWR or similar State agencies. These agencies normally require that the contractual obligations of grants or other financial resources be administered through a fiscal agent, who acts as a liaison between the government agency and the project proponent(s), whether that proponent is the RWMG itself or an associated water-related entity from within relevant counties.

This document defines the eligibility, responsibilities, and compensation requirements for an entity to act as the fiscal agent on an RWMG contract.

Eligibility

Generally, the State requires that an eligible fiscal agent be a public institution or a non-profit organization that has the ability to show viable and established organizational and financial resources which demonstrate the ability to successfully accomplish the contracting aspects of a grant program.

- A public agency is a city, county, district, joint powers authority, a state agency or department, or other political subdivision of the state. At this time, federal agencies are not eligible for consideration for fiscal agency.
- A non-profit organization means any California corporation organized under Section 501(c)(3, a4, or 5) of the federal Internal Revenue Code. Indian tribes with Section 501(c)(3) status are also eligible.

Responsibilities

The fiscal agent acts as administrator of a grant, and has responsibility for seeing that contractual commitments are met based on requirements from the funding agency and for administering payment of grant monies to project proponents under conditions described in the grant. The fiscal agent is not responsible for program management of the project(s)¹ authorized under the grant or for technical completion of the project(s); the latter remain the responsibility of the proponents of the project(s) identified in the grant.

The fiscal agent provides the following general services (these may vary as described in individual contracts):

- Serve as the single-point liaison between the grantor and the RWMG or project proponents
- Develop and administer sub-contracts with project proponents in a timely manner

- Provide regular communication with the grantor and project proponents, including timely responses to requests and questions, as well as clarification of terms and conditions or other contractual matters
- Attend to contractual grant administration tasks, including, but not limited to, responding to a commitment letter, signing a grant agreement/contract, providing invoices and reports on a regular schedule, and delivering a final report.
- Facilitate regular reporting on project progress, including an annual report, to the RWMG and monthly informal reports to the Inyo-Mono Administrative Committee
- Collect cost data from and provide timely reimbursements, within reason, to project proponents.
- Obtain relevant contractual documents for the proponent(s).
- An agreement for services between the fiscal agent and the Inyo-Mono RWMG may include other services as deemed appropriate by both parties.

Compensation

The fiscal agent will be reimbursed for costs related to administration of the contract in accordance with conditions specified in the individual contract. Generally this compensation will be expressed as a portion of the grant award and would be based on the total grant award.

Contact

To obtain more information on representing the Inyo-Mono RWMG as a fiscal agent, please contact:

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