

## APPENDIX G – FISCAL AGENT ASSURANCES FORM

**Real Skills for Youth Partnership Name:** \_\_\_\_\_

The Fiscal Agent acts on behalf of the Lead Applicant by performing all financial management duties of the grant and accepting responsibility for the proper use of grant funds. The Fiscal Agent is responsible for maintaining separate records of disbursements made on the Applicant's behalf and disbursing those funds in accordance with the restrictions related to the grant. The Fiscal Agent takes full responsibility for managing and documenting grant expenditures, as well as submitting financial reports for the grant.

The Fiscal Agent is responsible for receiving and safeguarding grant funds. Furthermore, the Fiscal Agent is legally obligated to:

- maintain records of disbursements related to the grant;
- retain financial reports and supporting documents for a period of up to three (3) years from the date of submission of the final expenditure report submitted to DLT;
- if any litigation, claim, or audit is started before the expiration of the grant period, the records must be retained until all matters have been resolved and final action is taken;
- make financial records available to the State of Rhode Island and its representatives upon request; and
- disburse funds in accordance with the purpose of the grant application.

**Organization Name:** \_\_\_\_\_

**Fiscal Agent Federal Tax ID Number:** \_\_\_\_\_

**Fiscal Agent Address:** \_\_\_\_\_

**Fiscal Agent Phone Number:** \_\_\_\_\_

**Fiscal Agent Responsible Person Name:** \_\_\_\_\_

**Fiscal Agent Responsible Person Email:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Authority from Fiscal Agent Organization**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name and Title**