**SCOPE OF SERVICES REQUIRED**

Third party fiscal agent that will set-up rent administration, administer monthly rent payment function for large scale housing projects and establish associated processes, and financially manage and report to both internal and for funders.

**Period of Performance**

March 2022- March 2023

**Place of Performance**

Preference for the fiscal agent to be in Northern California.

**Work Requirements**

Set up rent administration to include:

1) Pay costs incurred for security deposits, utility deposits, pet

deposits, and other fees as necessary to apply for and secure a safe,

sanitary, and secure housing unit.

(2) Pay costs necessary to begin and continue secondary utilities

that are critical to participant stability and self-sufficiency, including

home telephone and home internet.

(3) Pay furniture and home goods necessary to participant health

and well-being, including beds and bedroom sets, dining room

furniture, and food preparation and storage items.

(4) Pay landlord incentive fees.

Administer monthly rent payment function for large scale housing

projects and establish associated processes including

1) Set up online platform to manage sharing of financial data for

payments

2) Review leases for required state information and illegal

Prohibitions

3) Establish written procedures and forms to administer and

process rent payment

4) Train and provide technical assistance for RAs on how to submit

documentation for rent payment

5) Ensure compliance with all state internal controls

6) Maintain financial records associated with rent payment

Financial management and reporting (both internal and for funders)

1) Support audit preparation

2) Compliance with federal and state requirements

3) Reconcile grants

**Schedule/Milestones**

**4/4/22- 4/15/22:IRC Meets with vendor to scope out requirements and develop workplan/schedule/.timeline**

**4/29/22: Fiscal agent site up and ready**

**5/2/22- 3/2023: Fiscal agent manages, administers, and disburses rental assistance funds.**

**(Pending start of contract)**