

Fiscal Agent for CSBG Direct Financial Assistance

Questions and Answers

Request for Applications

- 1. Who provides this service now? I'm curious how this could or does align with BSS+, SSVF and possible RRH?**

Easter Seals has been serving as the fiscal agent for the most recent contract which ended on December 31, 2016. This is a service provided through the Community Services Block Grant for case management clients of the Austin Public Health's Neighborhood Centers. Currently, there is not a direct relationship between this program and BSS+, SSVF or possible RRH. The program is designed to help the Neighborhood Centers meet the goals of the Community Services Block Grant, which are primarily focused on transitioning people out of poverty.

- 2. What is the total amount of the contract?**

Please see the Introduction to Section 0500, Scope of Work.

- 3. How many payment requests are typically generated from the Neighborhood Centers each month and what is the average amount of assistance paid to vendors each month?**

Neighborhood Center Social Workers typically generate 10-20 payment requests per month and the total amount of assistance paid to vendors on behalf of Neighborhood Center clients each month can range from \$6,000 to more than \$25,000.

- 4. What has been the process by which Neighborhood Center Social Workers send payment requests to the fiscal agent?**

The Neighborhood Center Social Workers generate a payment request from a client database which is sent to the fiscal agent via secure email along with any required W-9s, bills or required supporting documentation. The fiscal agent is provided a list of authorized Neighborhood Center staff who can submit and approve payment requests.