

TCP – HUD CONTRACT DELIVERABLES

MASTER DELIVERABLES	TCP Form #	DESCRIPTION
Agency Organization Chart		Consists of a flow chart of all the positions within the agency outlining staff names, positions, and supervisory tracks.
Employee Handbook/Policy Procedures		Document or manual that outlines the policies and procedures of the agency in which all staff, interns and/or volunteers are to follow.
Organizational Budget		Organizational budget consists of the budget for the whole agency and should not be mistaken for the program budget which is to be submitted as a tier one deliverable.
Required Permits		These are certificates and licensures that are provided to organizations by the government of the District of Columbia. The lease should be provided by the landlord of the property should the provider not own the building. i.e. Lease, Certificate of Occupancy, Property Deed, Business License
Insurance Certificate		This certificate shows the amount of insurance that the provider has and must be in accordance with the minimum amount allowable as defined in the contract. An insurance certificate should list The Community Partnership for the Prevention of Homelessness (TCP) as the additional insured and must be current to the date of submission and issuance of the contract. All insurance or relevant forms submitted to fulfill this deliverable requirement must be current and cover the entire length of the contract. Therefore, contractors are required to share any forms that are updated throughout the duration of the contract.
Signed Certification of Fiscal Controls	TCP Form 298	This document certifies that agencies understand and abide by fiscal controls and practices including: disbursement checks, corresponding invoices, additional documentation, petty cash and bank reconciliations.
Drug-Free Work Place Policy		This document addresses the agencies agreement to remaining free of illegal drugs in the workplace.
Verification of Formerly Homeless Board or Advisory Group Member		This letter should be on agency letterhead with the name, signature and contact information for the person that serves on the board of directors or serves as a member of an advisory group who is formerly homeless.
Signed Audit Request Form	TCP Form 297	This form verifies that an agency has requested to be audited for the fiscal year. All providers no matter the amount of the contract should have this form signed.
Program Staff Information Form		This form requests and verifies that all leadership, finance and programmatic staff information is up to date at the time the contract is issued. This includes all contact information: email, office phone, and office address.
Emergency Preparedness Plan		A copy of the Emergency Preparedness plans for each program.

Blank Assessment/Screening Forms		These are all of the forms that an agency will use to provide services to the clients. This includes, but is not limited to: intake forms, psychosocial assessment forms, drug and alcohol screening forms or any other documents that the agency will use to assess the clients served.
First Source Agreement		A First Source Agreement is to be signed if the program contract is for an amount of \$300,000.00 or more annually.
TIER ONE DELIVERABLES		
Signed Contract		The signed original copy of the contract issued is to be submitted as a Tier One Deliverable.
Initial Budget-SHP	TCP Form 315	This is the budget of the contracted amount and is not to be mistaken for the organizational budget.
Budget Narrative	TCP Form 328	The budget narrative is a description of how the funds budgeted will be used and must be signed and dated by the preparer and the agency Executive Director.
Staffing List	TCP Form 905	The staffing list includes all staff whose full or partial salaries are charged to the contract. The list should additionally be broken down according to operating and administrative staff. This form must be updated and submitted to TCP anytime there are staffing changes and vacant positions.
Program Rules		Program rules are those client rules that the clients must adhere to while in the program and must outline client and provider rights and responsibilities. They must be approved by the District of Columbia Department of Human Services (DHS) annually.
Scope of Work		The scope of work is a detailed narrative of the nature of the work that will be completed under the contract, as well as how the program services under the contract are intended to accomplish the goals and mission of the agency. NOTE: The brief scope of work referenced on the first page of the contract is not sufficient to fulfill this deliverable and must be expanded upon to include menu services and service delivery model that
Program Job Descriptions		Job descriptions detail the roles and responsibilities of the persons who are working within the program and are charged to the contract.
Fire Safety Inspection Forms		A copy of the most recent fire inspection report conducted by DC Fire and Emergency Medical Service Department (DCFEMS).
Property Agreements		Property Agreements include any documents including but not limited to: leases, agreements for grounds maintenance or property management organizations.
Staffing List of Safety Sensitive Positions	*Applicable for youth and family providers ONLY.	Safety sensitive positions include any staff person whose work involves regularly working with children. Examples might include: case managers, outreach workers, child care personnel or program managers.

	TCP Form 906	
Evidence of Coordination and Collaborative Agreements		Providers are required to work with other organizations to ensure that clients are receiving adequate services. The following are considered appropriate documentation: Memorandum of Understanding (MOU) with a partnering agency, Statement of Partnership, and other forms of verification of partnership.
Confidential File Management Procedures		This document outlines the procedures set in place by the provider to ensure client and file confidentiality.
Documentation of Tuberculosis Screening		All providers must submit verification and documentation of TB test results for all staff on an annual basis.
Documentation of Metropolitan Police Department checks	*All providers.	All providers must submit documentation of results for background checks completed through the Metropolitan Police Department (MPD) for all staff on an annual basis and at time of hire for new staff.
Documentation of Toxicology Screening		During hiring process
Documentation of FBI background checks	*Applicable for family and youth programs ONLY.	Follow ups, and results for all MPD and FBI background checks for all staff charged to the contract. NOTE: Contracts for the provision of services to single, unaccompanied adults are excluded from this deliverable requirement.