

Contract Deliverable File Management

The Community Partnership for the Prevention Homelessness (TCP) collects from all subcontractors' deliverables to support the issued contract. Documents required for submission are categorized as master deliverables or tier one deliverables. Master Deliverables are the documents that validate business operation such as a business license, certificate of occupancy and verification of insurance. Tier one deliverables are all other documents the outline how the provider will carry out the requirements of the contract. Examples of this include the staffing list, job descriptions, budget and budget narrative supporting the contract.

Contract deliverables and an original copy of the signed contract must be returned to TCP within 30 days of issuance. All master deliverables are stored by organization. All master deliverables are filed in a locked file cabinet at the TCP headquarters office. Tier one deliverables are filed by contract number with the supporting program name. Each file contains all supporting documents organized with the contract and all supporting finance documents in the front of the file. The table shown below outlines all deliverables that each subcontractor is required to submit.

TCP – 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, Elevator Operation Certificate, Property Deed, Business License

<p>Insurance Certificate</p>		<p>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. The provider must notify TCP within 30 days of any intent to cancel insurance.</p>
<p>Signed Certification of Fiscal Controls</p>	<p>TCP Form 298</p>	<p>This document certifies that agencies understand and abide by fiscal controls and practices including: disbursement checks, corresponding invoices, and additional documentation, petty cash and bank reconciliations.</p>
<p>Drug-Free Work Place Policy</p>		<p>This document addresses the agencies agreement to remaining free of illegal drugs in the workplace.</p>
<p>Verification of Formerly Homeless Board or Advisory Group Member</p>		<p>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.</p>
<p>Board of Director Officers and Executive Director Signature Verification Sheet</p>		<p>This form should be on agency letterhead with the names and contact information for all persons serving on the agencies Executive Board, including and the Executive</p>

		Director. Signatures are required for the Executive Director, President of the Board and all persons with check signing authority.
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.
Completed Previous Fiscal Year Audit		This document is the summary of audit and findings of a financial audit conducted by a third party auditor to review the financial management of the previous year.
Program Staff Information Form	TCP Form 904	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.
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.
Certificate of Good Standing		A document issued by the government of the District of Columbia that states that your agency has met all statutory requirements and is authorized to do business.
Lead Based Paint Disclosure Form		This document certifies that the facility has been tested and is free and clear of lead based paint. If there has been a history of lead based paint,

		this must be stated in the disclosure form.
Business License		This document is issued by the government of the District of Columbia and verifies that the organization has meet all requirements to conduct and operate business.
Certificate of Occupancy		A document issued by the government of the District of Columbia that certifies that the building complies with all applicable building codes and local laws that indicating it to be in a condition suitable for occupancy.
Annual Report		The annual report is the organizations yearly report to stakeholders documenting activities and finances of the previous fiscal year.
ACH Enrollment-Change form		This form is used for enrolling or making changes for direct deposit.
TIER ONE DELIVERABLES		
Signed Contract		The signed original copy of the contract issued is to be submitted as a Tier One Deliverable.
Initial Budget	*Use only for programs funded with DHS dollars* TCP Form 327	This is the budget of the contracted amount and is not to be mistaken for the organizational budget.
Initial Budget-SHP	*Use only for programs funded with HUD dollars 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		<p>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. Please see the contract for dates in which required submissions such as client satisfaction surveys and other deliverables are due.</p> <p>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 the provider intends to follow.</p>
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	<p>*Applicable for youth and family providers ONLY.</p> <p>TCP Form 906</p>	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. Please note: TCP may request information such as dates of birth or other confidential information if needed.
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. If a letter of intent is submitted, the coordination of partnership must be for the period in which the contract has been issued.
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	<p>*All providers.</p>	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	*All Providers.	During hiring process and annually for all staff.
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.
Payroll Calendar/Schedule		Calendar in which the provider will pay employees.
Emergency Preparedness Plan		A copy of the Emergency Preparedness Plan (EPP) for each program. An emergency management plan is a course of action developed to mitigate the damage of potential events that could endanger an organization's ability to function. Such a plan should include measures that provide for the safety of clients, personnel and, if possible, property and facilities. The EPP form can be found on TCP's website.
Emergency Preparedness Training Plan		A written plan that describes the methods by which personnel receives training on a programs Emergency Preparedness Plan (EPP), including documentation of the training for each staff person.