

## TCP DELIVERABLES CHECKLIST AND DOCUMENT RECEIPT

*Below is a checklist of all deliverables to be submitted to TCP within 30 days of contract issuance. Please complete the checklist and return to TCP when submitting deliverables. TCP will return this form to the agency executive leadership as a receipt. Please retain this document once returned for your records. If you need more information on the documents listed below please visit our website:*

<http://www.community-partnership.org/providers/contract-documents>

**Please note: All deliverables MUST be submitted as one packet as described in your contract announcement sent by TCP Staff. Failure to submit a full packet will result in a delay of payment.**

**Contract Number :** \_\_\_\_\_

**Provider/Organization :** \_\_\_\_\_

**Program Name :** \_\_\_\_\_

*Instructions: When submitting your contract deliverables packages as directed in your contract announcement, please complete this form. This form should be completed for each contract that you are submitting deliverables for. TCP will review the submitted deliverables using this form. Upon the completion of the review, TCP will provide you with a copy of this form with a TCP Staff Signature to confirm the receipt of your contract deliverables. If additional documents are required or a resubmission is needed, it will be noted below. Please maintain a copy of this form for your records.*

MASTER DELIVERABLES	SUBMITTED (Provider please check)	TCP REVIEWED	TIER 1	SUBMITTED (Provider please check)	TCP REVIEWED
Agency Organization Chart			<b>Finance Deliverables</b>		
Employee Handbook/Policy Procedures			<b>*Signed Contract</b>		
Organizational Budget			<b>**Initial Budget – DHS Funded Programs (TCP Form 327)</b>		
ACH Enrollment/Change form			<b>**Initial Budget- HUD Funded Programs (TCP Form 315)</b>		
Insurance Certificate (must list TCP as the additional insured)			<b>**Budget Narrative (TCP Form 328)</b>		
Property Agreements			<b>**Staffing List (TCP Form 905)</b>		
Signed Certification of Fiscal Controls (TCP Form 298)			<b>**Payroll Calendar</b>		
Drug-Free Work Place Policy			<b>All Other Tier One Deliverables</b>		

Verification of Formerly Homeless Board or Advisory Group Member					
Board of Director President and Executive Director Signature Verification Sheet			Approved Program Rules		
Signed Audit Request Form			Scope of Work		
Completed Previous Fiscal Year Audit			Program Job Descriptions		
Blank Assessment/Screening Forms			Fire Safety Inspection (DC F&EMS inspections only)		
First Source Agreement			Staffing List of Safety Sensitive Positions (TCP Form 906)		
Certificate of Good Standing			Evidence of Coordination and Collaborative Agreements		
Lead Based Paint Disclosure Form			Confidential File Management Procedures		
Business License			Personnel Protected Information Certification Forms for ALL staff charged to the contract (TCP Form 909)		
Certificate of Occupancy			Program Information sheet (TCP Form 904)		
Elevator Inspection Certification (only if your property has an elevator)					
Emergency Preparedness Plan					

***\* This document is needed before any payments can be made.***

***\*\* These are finance documents and invoicing cannot take place without the review and approval of The Community Partnership.***

## TCP Comments

- \* Items without a mark indicates missing and/or incomplete
- \*\*Items indicated N/A statement needed on Program Letterhead

Resubmission Required (Y/N): \_\_\_\_\_ If Yes, due date of resubmission: \_\_\_\_\_

***Please Note: Hard copies will not be accepted. If additional documents or a resubmission of deliverables is required, you will be provided with a link to upload the documents in the same manner that your contract was announced.***

### Acknowledgement of Deliverables Submitted

Deliverables Submitted By: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

TCP Reviewer: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ Date Returned: \_\_\_\_\_