

**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.

<b>TCP – CONTRACT DELIVERABLES</b>		
<b>MASTER DELIVERABLES</b>	<b>TCP Form #</b>	<b>DESCRIPTION</b>
<b>Agency Organization Chart</b>		Consists of a flow chart of all the positions within the agency outlining staff names, positions, and supervisory tracks.
<b>Employee Handbook/Policy Procedures</b>		Document or manual that outlines the policies and procedures of the agency in which all staff, interns and/or volunteers are to follow. The employee handbook must also include the Youth Bullying Prevention Plan and its acknowledgement to be signed by all staff.
<b>Organizational Budget</b>		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.
<b>Property Agreements</b>		Property Agreements include any documents including but not limited to: leases, agreements for grounds maintenance or property management organizations.
<b>Elevator Operation Certificate</b>		This document certifies that the elevators used in programs have been inspected and have passed inspection for use.

<b>Insurance Certificate</b>		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.
<b>Signed Certification of Fiscal Controls</b>	<b>TCP Form 298</b>	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.
<b>Drug-Free Work Place Policy</b>		This document addresses the agencies agreement to remaining free of illegal drugs in the workplace.
<b>Verification of Formerly Homeless Board or Advisory Group Member</b>		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.
<b>Board of Director President and Executive Director Signature Verification Sheet</b>		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 Director. Signatures are required for the Executive Director, President of the Board and all persons with check signing authority.
<b>Signed Audit Request Form</b>	<b>TCP Form 297</b>	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.
<b>Completed Previous Fiscal Year Audit</b>		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.

<p><b>Blank Assessment/Screening Forms</b></p>		<p>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.</p> <p><b>Please note: Blank TCP Housing and Participant Assessment Reports (HPAR) and/or blank Client Satisfaction Survey documents submitted are not acceptable.</b></p>
<p><b>First Source Agreement</b></p>		<p>A First Source Agreement is to be signed if the program contract is for an amount of \$300,000.00 or more annually.</p> <p>Please Note: This is not required for HUD Contracts.</p>
<p><b>Certificate of Good Standing</b></p>		<p>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.</p>
<p><b>Lead Based Paint Disclosure Form</b></p>		<p>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.</p>
<p><b>Business License</b></p>		<p>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.</p>
<p><b>Certificate of Occupancy</b></p>		<p>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.</p>
<p><b>Emergency Preparedness Plan</b></p>		<p>A copy of the Emergency Preparedness Plan (EPP) is required to be completed by the provider.</p> <p>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.</p> <p>The EPP form can be found on TCP's website.</p>

<b>ACH Enrollment-Change form</b>		This form is used for enrolling or making changes for direct deposit. Please note that this is required when there is new enrollment or a change to the account information. <b>If there is no changes from the previous year, please submit a statement on agency letterhead signed by the executive director stating that there are no changes to the current ACH Enrollment Information.</b>
<b>TIER ONE DELIVERABLES</b>		
<b>Finance Deliverables</b>		
<b>Signed Contract</b>		The signed original copy of the contract issued is to be submitted as a Tier One Deliverable.
<b>Initial Budget</b>	<b>*Use only for programs funded with DHS dollars*</b>  <b>TCP Form 327</b>	This is the budget of the contracted amount and is not to be mistaken for the organizational budget.
<b>Initial Budget-SHP</b>	<b>*Use only for programs funded with HUD dollars*</b>  <b>TCP Form 315</b>	This is the budget of the contracted amount and is not to be mistaken for the organizational budget
<b>Budget Narrative</b>	<b>TCP Form 328</b>	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.
<b>Staffing List</b>	<b>TCP Form 905</b>	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.
<b>Payroll Calendar/Schedule</b>		Calendar in which the provider will pay employees.
<b>All Other Tier One Deliverables</b>		

<b>Program Rules</b>		<p>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.</p>
<b>Scope of Work</b>		<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><b>NOTE:</b> 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>
<b>Program Job Descriptions</b>		<p>Job descriptions detail the roles and responsibilities of the persons who are working within the program and are charged to the contract. These job descriptions must match the titles that are noted on the TCP Form 905.</p>
<b>Personnel Protected Information Certification</b>	<b>TCP Form 909</b>	<p>This form should be completed for each staff person charged to the contract <b>including administrative or executive staff</b>. The completed document will certify that the agency has copies of up to date TB Screenings, Toxicology Screenings, FBI and MPD Checks for all staff. <b>All names of persons must match what is documented on the TCP Form 905.</b></p> <p><i>Please note that FBI and MPD background screenings are required to be completed at the time of hire and every two years for all staff, either full or part time, that are charged to the contract with TCP for any program that has the possibility of serving youth (18-24 years of age).</i></p>
<b>Fire Safety Inspection Forms</b>		<p>A copy of the most recent fire inspection report conducted by DC Fire and Emergency Medical Service Department (DCFEMS).</p>

<b>Staffing List of Safety Sensitive Positions</b>	<b>*Applicable for youth and family providers ONLY.</b>  <b>TCP Form 906</b>	<p>Safety sensitive positions include any staff person whose work involves regularly working with children aged 17 or younger. Examples might include but are not limited to: 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.</p>
<b>Evidence of Coordination and Collaborative Agreements</b>		<p>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.</p>
<b>Program Staff Information Form</b>	<b>TCP Form 904</b>	<p>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.</p>
<b>Confidential File Management Procedures</b>		<p>This document outlines the procedures set in place by the provider to ensure client and file confidentiality.</p>