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|  | The Community Partnership for the Prevention of Homelessness Contract Deliverable Submission Form  **Janitorial Service Contracts** |

The Community Partnership for the Prevention of Homelessness (TCP) requires any contractor to submit deliverables to support the contract. All contract deliverables are required for submission within **20 calendar days** of the date of contract issuance. Please complete the checklist and return to TCP with applicable deliverables. TCP will return this to the agency executive leadership as a receipt of submission. Please retain this document once returned for your records. If you need more information on the documents listed below, please review your contract or visit our website:

[*http://www.community-partnership.org/providers/contract-documents*](http://www.community-partnership.org/providers/contract-documents)

### Contract Information

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| --- | --- | --- | --- |
| Name: |  | Date of Submission: |  |
| Title: |  | Contract Number |  |
| Email |  | Program Name: |  |
| Contract Period: |  |  |  |

### Contract Deliverables

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Master Deliverables | Provider Submitted | TCP Reviewed | Tier 1 Deliverables | Provider Submitted | TCP Reviewed | | Agency Organization Chart |  |  | Signed Contract |  |  | | Employee Handbook/Policy Procedures |  |  | Initial Budget (TCP Form 327) |  |  | | Quality Control Plan |  |  | Budget Narrative (TCP Form 328) |  |  | | Organizational Budget |  |  | Staffing List (TCP Form 905) |  |  | | Insurance Certificate |  |  | Pay Roll Calendar/Schedule |  |  | | Signed Certification of Fiscal Controls (TCP Form 298) |  |  | Scope of Work |  |  | | Drug-Free Workplace Policy |  |  | Program Job Descriptions |  |  | | Signature Verification Sheet |  |  | Personnel Protected Information Certification (TCP 909 Form) Completed for each employee listed on the staffing list |  |  | | Signed Audit Request Form (TCP Form 297) |  |  | Program Staff Information Form (TCP 904 Form) |  |  | | Completed Previous Fiscal Year Audit |  |  |  |  |  | | First Source Agreement |  |  |  |  |  | | Certificate of Good Standing |  |  |  |  |  | | Business License |  |  |  |  |  | | ACH Enrollment-Change Form |  |  |  |  |  | |
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### Deliverable Exemption

**Use the table below to note deliverables your contract is expect from submitting and the reason for exemption. If additional lines are needed, submit on a separate document signed by the staff submitting the deliverables. Please be advised that TCP’s Deliverable Exemption Form will need to be completed and submitted for each deliverable exemption.**

**\*Please note that a separate Deliverable Exemption Form is needed for each deliverable exemption. TCP will not accept a Deliverable Exemption Form that includes multiple deliverable exemptions.**

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| Deliverable (Document Title) | Reason for Exemption |
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### Acknowledgment

**By signing this form, you acknowledge the submission of TCP required contract deliverables. All deliverables must be reviewed and deemed acceptable before payment on any submitted invoices can be made.**

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| **Preparer Signature** | **Date** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | | **Executive Director Signature** | **Date** | |  |  | |  |
| **TCP Staff Only** |
| **Comments:** |
| **Resubmission Required: Yes  No  If Yes, Date of Resubmission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **TCP Staff Signature** | **Date** |