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|  | The Community Partnership for the Prevention of Homelessness Contract Deliverable Submission Form**Specialty 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 **7 calendar days** of the date of contract execution. 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

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

### Contract Deliverables

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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| --- | --- | --- |
| Master Deliverables | Provider Submitted | TCP Reviewed |
| W-9 Tax Form |[ ] [ ]
| Insurance Certificate  |[ ] [ ]

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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** |

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| **Executive Director Signature** | **Date** |
|  |  |

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| **TCP Staff Only**  |
| **Comments:** |
| **Resubmission Required: Yes** [ ]  **No** [ ]  **If Yes, Date of Resubmission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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