|  |  |
| --- | --- |
|  | The Community Partnership for the Prevention of Homelessness Contract Deliverable Exemption Form |

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 business days** of the date of contract execution. TCP understands that there may be deliverables that are not applicable to specific contracts. An example of a deliverable exemption may be the submission of the Lead Based Paint Disclosure Form which confirms that a facility has been inspected for lead based paint. This document is only required for site-based programs but is not required for scattered site programs.

Please utilize this document to note a deliverable exemption as well as reasoning for exemption.

 **\*Please note that the submission of a Deliverable Exemption Form is required for each deliverable exemption. TCP will not accept a Deliverable Exemption Form that includes multiple deliverable exemptions.** Deliverable Exemption Forms must be uploaded to the respective deliverable upload fields in Salesforce.

### Contract Information

|  |  |  |  |
| --- | --- | --- | --- |
| Provider Name: |  | Program Name: |  |
| Contract Number:  |  | Contract Period:  |  |

### Deliverable Exemption

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Contract Deliverable that requires exemption (Document Title):**

|  |
| --- |
|  |

1. **What is the reason for exemption? (Please provide a detailed response):**

|  |
| --- |
|  |

1. **Is the exemption noted above temporary or permanent? (Please check one of the below options):**

[ ]  **Temporary**[ ]  **Permanent** 1. **If the exemption noted above is temporary, please indicate when the deliverable of interest will be submitted to TCP:**

|  |
| --- |
|  |

 |
|  |

### Staff Authorization (To be completed by Provider)

**By signing this form, you acknowledge that the information noted above is true and correct and has been reviewed and approved by the Executive Director of the agency. By signing below, you also acknowledge that the deliverable exemption noted above must be approved by TCP staff. If the above deliverable exemption is not approved, the identified deliverable must be submitted to TCP within five (5) business days from return of this document unless otherwise indicated by TCP staff.**

|  |  |
| --- | --- |
|  |  |
| **Preparer Name and Title**  |  |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|

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

 |  |
| **TCP Staff Only**  |
| **Deliverable Exemption Approved:** **Yes** [ ]  **No** [ ] **If not approved, reason for non-approval:**

|  |
| --- |
|  |

**Date of Required Deliverable Submission:**

|  |
| --- |
|  |

 |

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