

Appendix 1: Deliverables

TCP – CONTRACT DELIVERABLES		
MASTER DELIVERABLES	TCP Form #	DESCRIPTION
Agency Organization Chart		Consists of a flow chart of all the positions within the agency outlining staff names, positions, and supervisory tracks.
Employee Handbook/Policy Procedures		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.
Code of Conduct		Document that outlines the agency's rules, responsibilities, proper practices and expectations for its employees. This document can be submitted as a stand-alone document or can be included in the agency's Employee Handbook. If it is included in the agency's Employee Handbook, please submit a Deliverable Exemption Form in lieu of this document indicating that the Code of Conduct is included in the Employee Handbook as well as the page in which this document can be found.
Non-Fraternization Policy		Should outline the agency's policy regarding fraternization to include the prohibiting of fraternizing with clients/residents. The policy should clearly include the disciplinary system/follow up steps that will be taken with any employee that violates this policy. This document can be submitted as a stand-alone document or can be included in the agency's Employee Handbook. If it is included in the agency's Employee Handbook, please submit a Deliverable Exemption Form in lieu of this document indicating that Non Fraternization Policy is included in the Employee Handbook as well as the page in which this document can be found.
Record Keeping System		A document that outlines the agency's protocol for record retention, to include client records and

		financial documents. This policy must be consistent with TCP's requirement of retaining financial records for a minimum of 3 years.
Organizational Budget		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.
Property Agreements		Property Agreements include any documents including but not limited to: leases, agreements for grounds maintenance or property management organizations.
Elevator Operation Certificate		This document certifies that the elevators used in programs have been inspected and have passed inspection for use.
Insurance Certificate		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.
Signed Certification of Fiscal Controls	TCP Form 298	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.
Drug-Free Work Place Policy		This document addresses the agencies agreement to remaining free of illegal drugs in the workplace.
Verification of Formerly Homeless Board or Advisory Group Member		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.
Board of Director President and Executive Director Signature Verification Sheet		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.
Signed Audit Request Form	TCP Form 297	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.
Completed Previous Fiscal Year Audit		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.
Blank Assessment/Screening Forms		<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>Please note: Blank TCP Housing and Participant Assessment Reports (HPAR) and/or blank Client Satisfaction Survey documents submitted are not acceptable.</p>
First Source Agreement (Confirmation of submitting agreement to the Department of Employment Services (DOES)).		<p>TCP requires each subcontractor to provide evidence that it has submitted its First Source Agreement to the Department of Employment Services (DOES) via the following email address:</p> <p>firstsource@dc.gov</p> <p>You may upload a PDF of the email sent to the aforementioned email address containing your completed First Source Agreement. After submission of your First Source Agreement, you should receive an executed agreement from DOES within one week. Please retain a copy of the executed agreement as this document will be requested during the Contract</p>

		Closeout Period and when TCP completes a monitoring activity.
Certificate of Good Standing		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.
Lead Based Paint Disclosure Form		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.
Business License		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.
Certificate of Occupancy		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.
Emergency Preparedness Plan/Continuation of Operations Plan (COOP)		<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. *TCP requires subcontractors that are funded through the Department of Human Services to complete and submit a COOP.</p>
ACH Enrollment-Change form		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. 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.
Language Access Act Compliance: Bilingual Staff Log		The Language Access Act of 2004 requires District agencies to make interpretation services available to all Limited English Proficient (LEP) and Non-English Proficient (NEP) customers seeking services and the collection of data relative to the services provided. To ensure compliance with the Act, The Community Partnership for the Prevention of Homelessness (TCP) requires its subcontractors to complete a Bilingual Staff Log that indicates the names of the employees at your agency that are bilingual as well as information regarding languages spoken and credentials. This report must be completed annually and submitted along with your agency's Master Deliverables Package for each contract.

TIER ONE DELIVERABLES

Finance Deliverables

Signed Contract		The signed original copy of the contract issued is to be submitted as a Tier One Deliverable.
Initial Budget	*Used only for programs funded with DHS dollars* TCP Form 327	This is the budget of the contracted amount and is not to be mistaken for the organizational budget.
Budget Narrative	TCP Form 328	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.
Staffing List	TCP Form 905	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.
Payroll Calendar/Schedule		Calendar in which the provider will pay employees.
All Other Tier One Deliverables		
Program Rules		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.
Scope of Work (TCP provided template)		<p>The Scope of Work (template provided by TCP) 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. The Scope of Work should also include a staffing plan that outlines the program’s plan for maintaining the required staff needed to perform the services under the contract, as well as the plan to fill vacant positions. The Scope of Work shall also include a Quality Control Plan that outlines quality assurance and explains how the program will ensure compliance with the terms of the contract.</p> <p>NOTE: 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>
Program Job Descriptions		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.
Employee Background Clearances		The following documents must be submitted to TCP for each employee that is charged to the TCP-issued contract (all staff included on the TCP 905 Form-Staffing List (no exceptions)) . Please note that the

		<p>below information must be submitted in the form of a zip file for each employee:</p> <ul style="list-style-type: none"> • An updated government issued photo ID (i.e. drivers license, state ID or passport) • Federal Bureau of Investigations (FBI) fingerprint background check • Metropolitan Police Department (MPD) background check • Child and Family Services Agency (CFSA) Child Protection Register (applicable to providers that serve youth) • National Sex Offender (NS) Registry • Toxicology Screenings • Tuberculosis screenings <p><i>Please note that FBI and MPD background screenings are required to be completed at the time of hire and annually for all staff, either full or part time, that are charged to the contract with TCP (no exceptions).</i></p> <p><i>Zip files containing the above documents for each employee must be submitted to TCP via an identified (password protected) electronic database that is titled with the employee's first initial, last name, and date of hire in the following format (12.19.2021). Example: "JJohnson12.19.2021".</i></p>
Fire Safety Inspection Report		<p>*Applicable to site-based programs only.</p> <p>A copy of the most recent fire inspection report conducted by DC Fire and Emergency Medical Service Department (DCFEMS).</p>
Building Evacuation Plan		<p>*Applicable to site-based programs only.</p> <p>An illustrated diagram of the facility's evacuation route as well as a brief narrative that explains the building's plan for evacuation in the case of an</p>

		emergency. The diagram should be clearly titled and clearly identifies all exits/emergency exits within the facility.
Staffing List of Safety Sensitive Positions	*Applicable for youth and family providers ONLY. TCP Form 906	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.
Evidence of Coordination and Collaborative Agreements		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.
Program Staff Information Form (Updated)	TCP Form 904	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.
Confidential File Management Procedures		This document outlines the procedures set in place by the provider to ensure client and file confidentiality.
Updated Client Roster	*Applicable to scattered site programs only	This document outlines the names of all program participants as well as their HMIS ID numbers (if applicable).
Housing Quality Standards (HQS) Inspection Reports	*Applicable to scattered site programs only	Updated HQS Inspection reports shall be submitted for the units of all clients that are included on the Client Roster. *Please note that HQS inspections shall be completed at the time in which a client moves into a unit and annually thereafter.
Certified Food Handlers Form	*Applicable to programs that receive and	This form should outline the names of all employees that are certified food handlers within your program. Please note that a copy of the Certified Food Handler

	distribute meals to program participants	certificate must be provided for each employee that is included on your program's Staffing List (905 Form).
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