TCP DELIVERABLES CHECKLIST AND DOCUMENT RECEIPT

Below is a checklist of all deliverables to be submitted to TCP within 30 days of contract issuance. Please complete the checklist and return to TCP when submitting deliverables. TCP will return this form to the agency executive leadership as a receipt. Please retain this document once returned for your records. If you need more information on the documents listed below please visit our website:

http://www.community-partnership.org/providers/contract-documents

Please note: All deliverables MUST be submitted as one packet as described in your contract announcement sent by TCP Staff. Failure to submit a full packet will result in a delay of payment.

Contract Number : _____

Provider/Organization : _____

Program Name : _____

Instructions: When submitting your contract deliverables packages as directed in your contract announcement, please complete this form. This form should be completed for each contract that you are submitting deliverables for. TCP will review the submitted deliverables using this form. Upon the completion of the review, TCP will provide you with a copy of this form with a TCP Staff Signature to confirm the receipt of your contract deliverables. If additional documents are required or a resubmission is needed, it will be noted below. Please maintain a copy of this form for your records.

TIER 1	SUBMITTED BY PROVIDER	TCP REVIEWED
Finance Deliverables		
*Signed Contract		
**Initial Budget – DHS Funded Programs (TCP Form 327)		
**Initial Budget- HUD Funded Programs (TCP Form 315)		
**Budget Narrative (TCP Form 328)		
**Staffing List (TCP Form 905)		
**Payroll Calendar		
TCP Comments		

Resubmission Required (Y/N):_____   If Yes, due date of resubmission: _____

Please Note: Hard copies will not be accepted. If additional documents or a resubmission of deliverables is required, you will be provided with a link to upload the documents in the same manner that your contract was announced.

<u>**Acknowledgement of Deliverables Submitted**</u>

Deliverables Submitted By:_____ Signature:_____

Date Submitted:_____

TCP Reviewer:_____ Signature: _____

Date Reviewed:_____ Date Returned: _____