



The Community Partnership
For The Prevention
of Homelessness

FY09 DHS CONTRACT ATTACHMENTS

****THE FOLLOWING ARE CONSIDERED ATTACHMENTS TO ALL FY08 CONTRACTS AND CAN BE FOUND (ATTACHMENTS B-J) ON THE DHS CONTRACTOR'S MANUAL CD** (DO NOT RE-SUBMIT ATTACHMENTS B-J TO THE PARTNERSHIP)**

ATTACHMENT A

- Contractor's written **Scope of Work**
- **Annual Performance Plan**
- Program **Budget**
- Program **Budget Narrative**
- **Insurance Certificate**

Attachment B

- District of Columbia Supply/Service Schedule, Terms and Conditions (March 2002)
- Standard Contract Provisions (October 1999)

Attachment C

- The Partnership's HMIS Standard Operating Procedures and Attachments

Attachment D

- The Partnership's Monthly Budgeting & Invoicing Form (**TCP Form 326**)
- The Partnership's Budget Modification Request Form (**TCP Form 338**)
- The Partnership's Budget Modification Excel Form (**TCP Form 337**)
- The Partnership's Staffing List Form (**TCP Form 905**)
- The Partnership's Audit Information Request Form (**TCP Form 297**)
- The Partnership's Certification of Fiscal Controls Form (**TCP Form 298**)

Attachment E **only applicable to programs who receive combined funds of over \$100,000 annually*

- First Source Employment Program Fact Sheet
- Department of Employment Services (DOES) First Source Employment Agreement

Attachment F

- Unusual Incident Report Forms (DC Human Services & TCP)
- Unusual Incidents Report List (TCP)

Attachment G

- The Partnership's FY09 Annual Performance Plan
- The Partnership's FY09 Reporting Requirements Checklist

Attachment H

- Client Satisfaction Survey & Tally Sheet

Attachment I

- Lead Based Paint Fact Sheet & Disclosure Form

Attachment J

- District of Columbia Municipal Regulations (DCMR) Title 14, Chapter 4 (November 2004)
- OMB Circular A-122
- Homeless Services Reform Act
- HSRA Universal Program Rules
- HSRA Additional Program Rules Template
- HSRA Official Notices of Eligibility, Emergency Action, Suspension, Termination or Transfer
- Child and Youth, Safety and Health Omnibus Congressional Review Emergency Amendment Act of 2004

Attachment K

- TCP Reasonable Accommodation Policy and Procedures

Attachment L

- Voluntary Settlement Agreement between the United States of America and the District of Columbia Under the Americans With Disabilities Act (DJ#204-16-96)

All of these forms and documents are available at www.community-partnership.org