



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](http://www.community-partnership.org)*