



The Community Partnership
For The Prevention
of Homelessness

FY2009 TCP Contract Deliverables

MASTER CONTRACT DELIVERABLES:	
Renewing Contracts will <u>NOT</u> need to submit these items as we have them on file already.	
New Contractors will need to submit these items within 30 days of contract receipt.	
DELIVERABLE	<u>DESCRIPTION</u>
Agency Organizational Chart	Chart of agency's administrative organizational structure. <i>(See Section I, Article III, 3 of the FY09 contract)</i>
Organization's Annual Report <i>(If applicable)</i>	Copy of the organization's most recent Annual Report. <i>(See Section I, Article VIII, 3 of the FY09 contract)</i>
Required Permit(s)	Copies of agency's 501c3 or IRS letter, business license(s) (all programs), Certificate of Good Standing for the agency and Certificates of Occupancy (for non-District owned facilities only) <i>(See Section I, Article IV, A of the FY09 Contract)</i>
Signed Certification of Agency's Fiscal Controls	Evidence of agency fiscal controls. Copy of the Partnership's signed Certification of Agency's Fiscal Controls Form (TCP form 298) <i>See Section I, Article VIII, 3 of the FY09 contract)</i>
Drug –Free Workplace Policy	Copy of Agency's Drug-Free Workplace Policy and Procedures. <i>(See Section I, Article XIV of the FY09 contract)</i>
First Source Agreement	Only applicable to DHS Funded Programs receiving over \$100,000 annually.
Formerly Homeless Board or Advisory Member	Written certification of homeless or former program participant representation on board of directors or and advisory council. <i>(See Section I, Article I, 2 of the FY09 contract)</i>
Signed Audit Information Request Form	Return signed copy of the Audit Information Request Form. (Attachment K) <i>(See Section I, Article VIII, 4 of the FY09 contract)</i>
Emergency Preparedness Plan	A copy of the Emergency Preparedness plans for the agency/program.

TIER 1 CONTRACT DELIVERABLES: (For each Program)

Return to the Partnership within 10 business days of contract receipt. These items must be received and approved prior to payment of initial invoices.

	<u>DELIVERABLE</u>	<u>DESCRIPTION</u>
	Two Signed Page 1(s) of FY09 Contract	Sign and date two originals of contract page 1. <i>(See Section I, Article I of the FY09 contract)</i>
	Proposed FY09 Program Budget	Initial proposed program budget. Submit using TCP Form 326. Budget may not exceed total FY09 contract amount. Please see FY09 Accounting Guidelines. <i>(See Section I, Article X, 1 of the FY09 contract)</i>
	Budget Narrative	Supporting narrative for initial proposed budget. Should include line item totals and a short narrative for each line item.
	Staffing List	Completed TCP Form 905
	Required Insurance Certificate(s)	Copy of agency's Insurance Summary Certificate page(s) as evidence of required insurance coverage. *The Community Partnership must be indemnified on all submitted policies. <i>(See Section I, Article XII, 1-8 of the FY09 contract)</i>
	Additional Program Rules	A draft of proposed program rules must be submitted to TCP for annual review by DHS.

TIER 2 CONTRACT DELIVERABLES:	
Return to the Partnership within 30 days of contract receipt	
Annual Performance Plan	Completed FY09 Annual Performance Plan. <i>(See Section I, Article II, A1 of the FY09 contract)</i>
Scope of Work	Written narrative of the program's scope of services for the FY09 contract year. <i>(See Section I, Article II, B of the FY09 contract)</i>
Program Job Descriptions	Include list of duties, position title and specify if full-time or part-time position funded through the TCP contract. <i>(See Section I, Article X, 1 of the FY09 contract)</i>
Property Agreements	Copies of any lease agreement(s) or deed(s) for all properties/sites covered under the FY09 contract. <i>(See Section I, Article IV, E of the FY09 contract)</i>
List of Safety Sensitive Positions and Result of Substance Abuse Screening and Criminal Background Checks for Safety Sensitive Employees * For Family and Youth serving programs only*	List and results due to the Partnership within 30 days of contract receipt.