Common Errors to Avoid

Below is a list of common errors staff see in submitted HS/CDBG grant applications. Having too many mistakes on your application reflects poorly on your organization and could affect the level of funding your program receives. You are strongly advised to review this list carefully and use care when completing your application.

General.

- Most questions during the interview cycle this past year stemmed from clerical errors in applications. These clerical errors can lead to misunderstandings about the organization, program, and application and influence an applications overall score. Please review your applications thoroughly prior to submittal.

- Be sure to check your spelling and your math. We encounter a high number of misspellings and numbers that don't compute.

Question B3. State the program's overall goal, and describe the specific conditions/situations will be influenced, improved, changed or maintained if your goal is achieved? What progress is your organization making towards its goals?

- Be specific about what you are trying to achieve overall. This question is NOT asking for a list of your measurable outcomes. Describe the condition/situation you are trying to address and how your stated program goal will influence, improve, or change it.

Question B6. Describe the ability of program staff to provide the proposed services: what training/qualifications are required; years of experience providing service; what is the client to staff ratio, etc.

- The response to this question is often too vague. Describe in detail the *training and qualifications* that your program staff are required to have in order to work for your program. Also, answer the client to staff ratio, or number of cases the program staff typically have.

Question C2. Identify MEASURABLE OUTCOMES:

- Provide specific Measurable Outcomes directly related to your stated program goal. "Measurable Outcomes" means the expected result your client will experience from receiving the service you provide. Applicants often write units of service in their application, i.e. number of meals served, number of meetings that will be held, etc. Those are not Outcomes.

- Also, do not combine outcomes. In the example above, if you said your Outcome was for a client to obtain permanent housing and/or obtain employment you would be combining Outcomes. Obtain permanent housing is one Outcome. Obtain employment is one Outcome.

Questions D1 –D4. Financial Audit Information.

- The dollar amounts on these questions should come *directly* from your submitted financial report (audit, review or compilation) for the **Fiscal year ending June 30, 2022 or Dec. 31, 2021**. Do

NOT use prior year audits. If your audit is incomplete use submitted unaudited financial statements or a draft audit to answer these questions. The Total Assets and Net Assets must match your submitted financial report.

Section F: Client Data Table

- The numbers in the "Last Year" column should match what you previously reported to the City in your Year-End Report if you were a City grant recipient during that period. New applicants enter your own actual client numbers.

- The numbers in the "This Year" column will only be through six months of the year as we have not yet completed the fiscal year.

- The number in the "Next Year" column should be a projection of how many clients you anticipate serving next year.

- The totals for AGE, RACE/ETHNICITY, SEX/GENDER, RESIDENCE and INCOME must match.

Attachments: Organization/Program Budgets

- The Prior Year column should correspond to *actual* figures. In particular, the Prior Year figures in your Agency budget should come directly from the Balance Sheet (Statement of Activities) portion of your financial report, i.e. audit, review, compilation.

- Under Revenue, identify the percent (%) of funds that have been secured in the Current Year and Proposed Year columns. This section needs to be completed.

- Under Expenses, on the column "Proposed Year $ Amt CDBG/HS", list where CDBG/HS grant funds will be expended in each appropriate row, i.e. salaries, supplies, facility, etc. This section needs to be completed.

Organization Chart

- Clearly circle the section of the proposed program as it relates to the whole agency.

Financial Report and Tax Returns

- Submit the Financial Report, (audit, review, compilation, etc.) and Federal Tax Return Form 990 for the proper year. The current periods to submit are for **Fiscal Year ending June 30, 2022 or calendar year ending Dec. 31, 2021**. The 990 should be for the 2021 Tax Year. Do NOT submit prior year financial reports or Tax returns, we already have those and this makes the application-review committee unable to properly assess your current financial circumstances.

- If your financial report is not complete you may submit a draft report or unaudited financial statement with a balance sheet. If your 990 is not complete, you must submit a copy of your extension request form 8868 or approval letter.

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