

Annual Report Common Errors

The *Certificate of Continuing Project Compliance (Part A)*

- ◆ The Owner of record did not sign the CCPC. If the authorized signature has changed from the previous year you need to provide a copy of Corporate Resolutions or a copy of the Minutes appointing the new authorized signatory.
- ◆ Owner signature is a copy; we require an original signature.
- ◆ Question #17 marked “No” when it should be “NA” because either the property has no Special-Needs or all were met.

Table 1 (Part B)

- ◆ Income and Rent limits do not correspond to the AMGI or household size reported.
- ◆ Special-needs not coded correctly or double counted in instances where it is not allowed.
- ◆ Formula cleared from the 140% column so residents who are over 140% do not show a “Yes” in the column.

Individual Resident Packages

- ◆ Income on *Eligibility Certification* does not match income on Table 1.
- ◆ The anticipated income lines on pages 2, 3 and 4 of the *Rental Eligibility Application* are blank when the applicable “Yes” box was checked.
- ◆ Income of a household member who will be 18 within 12 months of the certification effective date was not included in household income.
- ◆ Failure to properly verify and calculate the value and earnings on assets when total assets exceed \$5,000.
- ◆ Failure to clarify tips with employers in service industries before adding the standard 20%, or not adding any tips at all.

Miscellaneous (but still important)

- ◆ Utility Allowance provided does not cover the *entire* report year.
- ◆ Homeless/Transitional Report not submitted when required.
- ◆ Homeless/Transitional Report not submitted on the provider’s stationery.
- ◆ Residents who did not declare enough income to pay their portion of the rent.
- ◆ Always use the latest spreadsheet and read the instructions before you begin.

Refer to *Best Practices* for more information on how to submit a perfect report.