



**COMMUNITY AND
TECHNICAL COLLEGES**
Washington State Board

JOB SKILLS PROGRAM

Final Report Common Errors to Avoid

■ **Section: Project Information**

Common error: Using OGMS # for the OBIS Grant # field

■ **Section: Planning Table Compared with Actual Data**

Common errors:

1. Incomplete table data (missing actual \$ spent, missing number of total trained, etc.)
2. Match dollar award amount not matching with amount on the Final Match Summary table

■ **Section: Project Description**

Common error: Missing project description or project description is for a different project

■ **Section: Testimonials**

Common error: missing testimonial(s)

■ **Section: Final Match Summary**

Common errors:

1. Missing (applicable) amounts
2. Missing total amount or wrong total (sum of amounts in categories not adding up to total)—this issue has been addressed by creating the report template in Excel and adding a formula for the total amount.
3. Total amount different from amount on Planning Table

■ **Section: Project Outcomes**

Common errors:

1. Blank page or whole page not submitted with the rest of the project report—this issue has been addressed by combining the outcomes page with the rest of the final report. Instead of submitting two documents, grantees will now submit only one.
2. Missing or incomplete table or column(s) contents