

Sample Cleaning Memo Email to Agency

Kentucky does not have a template for the cleaning memo that is sent to agencies. I use the Smart Forms and review the Outstanding Errors and Warnings tab and review any yellow highlighted information within the individual tabs to form the email sent to the agency (example: Module 2 Section A, Module 2 Section B, and Module 2 Section C).

Below is a sample cleaning memo that I would send to an agency for Module 2.

Subject line: Agency name 2018-2019 Module 2 Cleaning Memo

Good morning,

The below data shows a significant variance between last year (17-18) and the current year (18-19). Please review the following and provide corrections/explanations by Wednesday, June 17.

Section A CSBG Expenditures

1. A.2a Employment – Current Year (18-19) \$163,575 and Prior Year (17-18) \$27,329
2. A.2e Health and Social/Behavioral Development – Current Year (18-19) \$20,447 and Prior Year (17-18) \$61,491
3. A.2f Civic Engagement and Community Involvement – Current Year (18-19) \$3,408 and Prior Year (17-18) \$17,081
4. A.2g Services Supporting Multiple Domains – Current Year (18-19) 27,263 and Prior Year (17-18) \$58,074
5. A.2h Linkages – Current Year (18-19) \$3,408 and Prior Year (17-18) \$13,665
6. A.2i Agency Capacity Building – Current Year (18-19) \$3,408 and Prior Year (17-18) \$17,084

Section B Agency Capacity

1. B.4d Number of Staff with a child development certification – Current Year (18-19) 21 and Prior Year (17-18) 43
2. B.4e Number of Staff with a family development certification – Current Year (18-19) 5 and Prior Year (17-18) 2
3. B.4g2 Number of Retrofit Installer Technicians – Current Year (18-19) 3 and Prior Year (17-18) 0
4. B.4g3 Number of Crew Leaders – Current Year (18-19) 2 and Prior Year (17-18) 0

Section C CSBG Resources

1. C.3c.2 All USDA Non-Food Programs (e.g. rural development) – Current Year (18-19) \$3,410 and Prior Year (17-18) 427,116
2. C.3d.1 Community Development Block Grant (CDBG) – Federal, State and Local – Current Year (18-19) 323,503 and Prior Year (17-18) 0
3. C.3d.8 All other HUD Programs, including homeless programs – Current Year (18-19) \$125,320 and Prior Year (17-18) \$283,583
4. C.4b State Housing and Homeless Programs (include housing tax credits) – Current Year (18-19) 0 and Prior Year (17-18) 154,650