SBA Logo  U.S. Small Business Administration

WBC Program Reporting Schedule

For complete information see the Notice of Award, Section III, Reporting Requirements.

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| --- | --- | --- | --- | --- | --- |
| Requirement | How to Submit | Q1- due by Jan. 30th | Q2- due by April 30th | Q3-due by July 30th | Q4- due by Oct. 30th |
| EDMIS Performance Data | Manually enter or upload files to EDMIS | x | x | x | x |
| Federal Cash Transaction Report (FCTR) | Complete in HHS Payment Management System | x | x | x | x |
| Semiannual Performance Reports\* | Email to OWBO PM and DOTR |  | x |  | x |
| Semiannual Financial Reports\* | Email to OWBO GMS |  | x |  | x |

\*OWBO retains the authority to increase the frequency of performance and financial reporting to a quarterly basis based upon performance and compliance risk factors, as deemed appropriate. See: Block 13 of Your SBA-1222 (NOA face page) or Block 14 of Your SF-30, as applicable, to identify the risk level assigned to your WBC project by OWBO.

**Acronym Guide**:

EDMIS: Entrepreneurial Development Management Information System

OWBO: Office of Women’s Business Ownership

PM: Program Manager

DOTR: District Office Technical Representative

GMS: Grants Management Specialist

**Access Links:**

Link to access EDMIS: <https://eweb.sba.gov/gls>

Link to HHS Payment Management System: <https://pms.psc.gov/>

Link to WBC program documents: https://sba.gov/wbc