

REPORTING SCHEDULE AND REQUIREMENTS

REQUIREMENTS	DUE DATE
Conference Calls	As Scheduled
1st Quarter	
WBC Performance Narrative Report Send to: via email to your respective DOTR and Program Manager	January 30
WBC EDMIS Data Report Send to: via the EDMIS II System (user id & password required)	
WBC Financial Reports (for reconciliation of advance) Federal Financial Report (SF-425)* Detailed Expenditures Worksheets (A10-A16) (Note: Non-Federal matching for the 1st Quarter (<u>only</u>) is optional and not required by the NOA. If applying match, include the Quarterly Match Certification and list of match source, type, & amount detail. Send to: via mail to SBA, OWBO, 409 3rd St., SW, 6th Floor, WDC, 20416 <i>(Note: The electronic 425 is due to HHS within 30 days after the end of each quarter. The HHS electronic 425 must be submitted electronically to HHS via their instructions. A copy of this document is not required to be sent to SBA.)</i>	
2nd Quarter & Mid-year	
DOTR <u>Mid-Year</u> Programmatic & Financial Reviews	March 15
WBC Performance Narrative Report Send to: via email to your respective DOTR and Program Manager	April 30
WBC EDMIS Data Report Send to: via the EDMIS II System (user id & password required)	
WBC Financial Reports (for reconciliation of advance) Federal Financial Report (SF-425) Detailed Expenditures Worksheets (A10-A16) Quarterly Match Certification and list of match source, type, & amount detail Send to: via mail to SBA, OWBO, 409 3rd St., SW, 6th Floor, WDC, 20416 <i>(Note: The electronic 425 is due to HHS within 30 days after the end of each quarter. The HHS electronic 425 must be submitted electronically to HHS via their instructions. A copy of this document is not required to be sent to SBA.)</i>	
3rd Quarter	
WBC Performance Narrative Report Send to: via email to your respective DOTR and Program Manager	July 30
WBC EDMIS Data Report Send to: via the EDMIS II System (user id & password required)	
WBC Financial Reports (for reconciliation of advance) Federal Financial Report (SF-425) Detailed Expenditures Worksheets (A10-A16) Quarterly Match Certification and list of match source, type, & amount detail Send to: via mail to SBA, OWBO, 409 3rd St., SW, 6th Floor, WDC, 20416 <i>(Note: The electronic 425 is due to HHS within 30 days after the end of each quarter. The HHS electronic 425 must be submitted electronically to HHS via their instructions. A copy of this document is not required to be sent to SBA.)</i> Send to: via mail to SBA, OWBO, 409 3rd St., SW, 6th Floor, WDC, 20416	
4th Quarter & Final	
DOTR <u>Final</u> Programmatic & Financial Reviews	August 15
WBC Performance Narrative Report Send to: via email to your respective DOTR and Program Manager	October 30
WBC EDMIS Data Report Send to: via the EDMIS II System (user id & password required)	
WBC Economic Impact Data Send to: via the EDMIS II System (user id & password required)	
WBC Financial Reports (for reconciliation of advance) Federal Financial Report (SF-425) Detailed Expenditures Worksheets (A10-A16) Quarterly Match Certification and list of match source, type, & amount detail Send to: via mail to SBA, OWBO, 409 3rd St., SW, 6th Floor, WDC, 20416 <i>(Note: The electronic 425 is due to HHS within 30 days after the end of each quarter. The HHS electronic 425 must be submitted electronically to HHS via their instructions. A copy of this document is not required to be sent to SBA.)</i>	
Carry-Over Request (if applicable) SUBMIT IN SAME PACKAGE WHEN MAILING 4TH QUARTER FINANCIAL REPORT Forms should be completed for the amount of the carryover <u>only</u>. Request for carryover (with justification for its need) SF-424, SF-424A and SF-424B Annual Budget Detail (B10-B16) Revised Milestone Chart Send to: via mail to SBA, OWBO, 409 3rd St., SW, 6th Floor, WDC, 20416	

*The new SF-425 replaces the SF-269 and SF-272. This new form must be submitted with the 1st Quarter report for the 2009-2010 project year (i.e., Jan 30th).