

REPORTING SCHEDULE AND REQUIREMENTS*

REQUIREMENTS	DUE DATES
<p>Conference Calls Participation in monthly conference calls is required. There are two OWBO calls: on the first Tuesday of the month at 2:00 p.m. and at regularly scheduled times with each program manager.</p>	As Scheduled
1st Quarter	
<p>WBC EDMIS Quarterly Data Report Send to: via the EDMIS II system (user ID & password required)</p>	January 30
<p><u>Note:</u> The SF-425 is due to HHS within 30 days after the end of each quarter. You must submit the SF425 electronically to HHS via their instructions. You are <i>not</i> required to send a copy of this document to the SBA.</p>	
2nd Quarter & Mid-Year	
<p>DOTR Mid-Year Programmatic & Financial Reviews</p>	March 15
<p>WBC Mid-Year Performance Narrative Report* Send to: via e-mail simultaneously to program manager and DOTR</p>	
<p>WBC EDMIS Quarterly Data Report Send to: via the EDMIS II system (user ID & password required)</p>	
<p>WBC Mid-Year Financial Reports* (for reconciliation of advance)</p> <ul style="list-style-type: none"> ▪ Federal Financial Report (SF-425) ▪ Detailed Expenditures Worksheets (A10-A16) ▪ Mid-Year Match Certification Worksheet <p>Send to: via E-mail to grants management specialist/officer (as instructed in NOA) <u>Note:</u> The SF-425 is due to HHS within 30 days after the end of each quarter. You must submit the SF425 electronically to HHS via their instructions. You are <i>not</i> required to send a copy of this document to the SBA.</p>	April 30
3rd Quarter	
<p>WBC EDMIS Quarter Data Report Send to: via the EDMIS II system (user ID & password required)</p>	July 30
<p><u>Note:</u> The SF-425 is due to HHS within 30 days after the end of each quarter. You must submit the SF425 electronically to HHS via their instructions. You are <i>not</i> required to send a copy of this document to the SBA.</p>	
4th Quarter & Final	
<p>DOTR <u>Final</u> Programmatic & Financial Reviews</p>	August 15
<p>WBC <u>Final</u> Performance Narrative Report* Send to: via e-mail simultaneously to program manager and DOTR</p>	
<p>WBC EDMIS Quarter Data Report Send to: via the EDMIS II system (user ID & password required)</p>	
<p>WBC Annual Economic Impact Data Send to: via the EDMIS II system (user ID & password required)</p>	
<p>WBC <u>Final</u> Financial Reports* Federal Financial Report (SF-425)</p> <ul style="list-style-type: none"> ▪ Detailed Expenditures Worksheets (A10-A16) ▪ <u>Final</u> Match Certification Worksheet ▪ SF-270 (Request for Reimbursement) ▪ Certification Statement (Signed & Dated) <p>Send to: via e-mail to grants management specialist/officer (as instructed in NOA) <u>Note:</u> The SF-425 is due to HHS within 30 days after the end of each quarter. You must submit the SF425 electronically to HHS via their instructions. You are <i>not</i> required to send a copy of this document to the SBA.</p>	October 30
<p>Carryover Request (if eligible – see Notice of Award) SUBMIT IN E-MAIL WITH <u>FINAL</u> FINANCIAL REPORT Forms should be completed for the amount of the carryover and match <u>only</u>.</p> <ul style="list-style-type: none"> ▪ Request for carryover (with justification for its need) ▪ SF-424, SF-424A and SF-424B (SF-424 Package) ▪ Annual Budget Detail (B10-B16) ▪ Certification of Cash Match and Program Income (include list of sources for match) ▪ Revised Milestone Chart <p>Send to: via e-mail to grants management specialist/officer with <u>final</u> Financial Report</p>	

Revised – September 30, 2016

*High-risk designated WBCs and new centers must submit **quarterly narrative** and **financial** reports. Refer to letter from SBA.