

REPORTING SCHEDULE AND REQUIREMENTS

REQUIREMENTS	DUE DATE
Conference Calls	As Needed
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) <ul style="list-style-type: none"> ▪ Financial Status Report (SF 269)* ▪ Detailed Expenditures Worksheets (A10-A16) ▪ Federal Cash Transaction Report (SF 272)* <i>(Note: This is not the 272 required by HHS. Their version must be submitted electronically via HHS per their instructions.)</i> Send to: via mail to SBA, OWBO, 409 3rd St., SW, 6th Floor, WDC, 20416	
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) <ul style="list-style-type: none"> ▪ Financial Status Report (SF 269)* ▪ Detailed Expenditures Worksheets (A10-A16) ▪ Federal Cash Transaction Report (SF 272)* <i>(Note: This is not the 272 required by HHS. Their version must be submitted electronically via HHS per their instructions.)</i> ▪ Certification of Match (actual documentation of match will be reviewed and reconciled with the certifications submitted during the semi/final financial reviews conducted by the DOTR) Send to: via mail to SBA, OWBO, 409 3rd St., SW, 6th Floor, WDC, 20416	
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) <ul style="list-style-type: none"> ▪ Financial Status Report (SF 269)* ▪ Detailed Expenditures Worksheets (A10-A16) ▪ Federal Cash Transaction Report (SF 272)* <i>(Note: This is not the 272 required by HHS. Their version must be submitted electronically via HHS per their instructions.)</i> ▪ Certification of Match (actual documentation of match will be reviewed and reconciled with the certifications submitted during the semi/final financial reviews conducted by the DOTR) 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 <ul style="list-style-type: none"> ▪ Reimbursement Request (SF 270) ▪ Financial Status Report (SF 269)* ▪ Detailed Expenditures Worksheets (A10-A16) ▪ Federal Cash Transaction Report (SF 272)* <i>(Note: This is not the 272 required by HHS. Their version must be submitted electronically via HHS per their instructions.)</i> ▪ Certification of Match (actual documentation of match will be reviewed and reconciled with the certifications submitted during the semi/final financial reviews conducted by the DOTR) Send to: via mail to SBA, OWBO, 409 3rd St., SW, 6th Floor, WDC, 20416	
Carry-Over Request, (if needed.) SUBMIT IN SAME PACKAGE WHEN MAILING FINANCIAL REPORT Forms should be completed for the amount of the carryover only. <ul style="list-style-type: none"> 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	

* SF 269 and SF 272 will be replaced by the new SF 425, effective October 1, 2009, with the submission of the 1st Qtr report for the new project year.