



Women's Business Center Program

Performance Narrative Report

WBC Information:

WBC Name:

Host Name:

City:

State:

Reporting Period:

WBC Director Name:

Instructions:

Provide a written response to each of the five following prompts. Submit the complete report to your OWBO Program Manager and District Office Technical Representative (DOTR).

1. Summary of Grant Activities

Please provide an executive summary of all activities supported by the grant for the current period, highlighting key activities in line with the grant work plan. This response should serve as the annual summary each fourth quarter. This section is not intended to be a list of every meeting or communication. 1000 characters or less.



2. Summary of Performance

Discuss measures where the results are significantly above (>114%) or significantly below(<85%) target either for the period or year-to-date. Key areas to address: 1) Describe the factors or actions that influenced the result for each measure; 2) Provide explanatory data; 3) Discuss whether future targets are attainable, or, in the case of exceeded targets, ambitious; 4) How did quarterly and year to date (YTD) performance for the measures compare to targets? 700 characters or less.

3. Key Issues and Technical Assistance Needs

Summarize any significant issues or problems encountered during the period and the resolution of previous issues and challenges identified in previous periods. Describe any actions taken or plans for addressing issues, any question you have for SBA (OWBO or the District Office), and any need for assistance from SBA or others. If grantees have nothing to report, that should be specified. 700 characters or less



4. Best Practices, Promising New Strategies and Success Stories

Describe promising approaches, innovative processes, and grant-level and/or participant level success stories. Examples may include developing and implementing an outreach plan, developing new or enhancing existing curriculum, and creating new entrepreneurship assistance tools and resources. Throughout the implementation of the program, grantees may discover new strategies that emerge as a result of data-driven continuous improvement. The new strategies may or may not have significant levels of evidence at this point in the program; however, they should still be described here. As progress is made with a new and promising strategy, or as data/evidence is gathered to support it, grantees should document the progress and data/evidence each quarter. Grantees may also describe any lessons learned and how those lessons learned will be implemented. 1000 characters or less.

5. Upcoming Milestones and Activities

Briefly describe the anticipated milestones and key programmatic accomplishments for your project during the next two quarters. These should tie back to the activities, deliverables, and milestones provided in your workplan or renewal application. 700 characters or less.