State Agency Reporting Deliverables

The Grantee shall submit to the Grant Administrator the following reports at the frequency or on the dates outlined below. The District may modify these reporting requirements as necessary to comply with Federal and District law, regulations, or instructions.

Monthly Reports	Due Date	Format/Method of Delivery
Resolution of Dual Enrollment/Participation Report	By the 10th day after receipt of automated data processing report	Email: info.wic@dc.gov
Reimbursement Invoices	By the 10th day after receipt of automated data processing report	E-Invoicing Portal https://vendorportal.dc.gov/Account/Login

Quarterly Reports	Due Date	Format/Method of Delivery
Times Studies	Quarterly on dates set by Grant Administrator	Email: info.wic@dc.gov
Quarterly Progress Report	By the 10th day after the close of a quarter (Jan./Apr./Jul./Oct.)	EGMS Portal https://octo.onelogin.com/login
Annual Reports	**Due Date**	**Format/Method of Delivery**
Local Agency Plan of WIC Program Operations	October 1	EGMS Portal https://octo.onelogin.com/login
Audit Reports	9 months after the close of the fiscal year	
Indirect Cost Rate Agreement	With Submission of Grant Package	
Request for Caseload Increase	April 1	Email: info.wic@dc.gov
WIC Program Inventory Report	April 1	
As Needed/Requested	**Due Date**	**Format/Method of Delivery**
Lost/Stolen Report	As needed	Email: info.wic@dc.gov
Unusual Incident	Within 24 hours of incident	
Community Relations Documentation	Within 72 hours after contact	
Orientation Sessions	As requested	
Outreach Materials	As requested	
Change in Staff Patterns	As requested	