

**Supporting Statement for Collecting Data on Women’s Business Center Program
Participants
(OMB Control Number: XXX)**

Appendix C2. 2019 Project Schedule

Task: Study and Survey Design	Date
Final Workplan	11/1/2018
Final Quality Control Plan	11/1/2018
Final Evaluation Methodology	12/14/2018
60-day notice in Federal Register	10/29/2018
Draft OMB Materials	11/16/2018
Final OMB Materials	2/8/2019
SBA sends OMB materials for approval	4/16/2019
30-day notice in Federal Register	4/16/2019
OMB notifies SBA of approval	9/27/2019
Task: Build Sample Frame	
Letter and template to WBCs	10/1/2019
Reminder email to WBCs	10/8/2019
SBA sends 2M completed templates for sample frame	10/29/2019
Select sample	11/4/2019
Task: Data Collection	
Introductory letter to sampled clients	11/6/2019
Email invitation with web link	11/11/2019
1 st email prompt	11/18/2019
2 nd email prompt	11/25/2019
3 rd email prompt	12/2/2019
Start telephone prompts	12/9/2019
4 th email prompt	12/16/2019
Last email prompt	12/23/2019
Data collection ends	12/31/2019
Task: Data Delivery and Report	
Clean data and derive estimates	2/7/2020
Draft report	2/28/2020
Final report	3/23/2020