

### QC New Investment Plan Progress Report

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is [Insert OMB control number]. The time required to complete this information collection is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**SECTION I: State Agency Information**

State Agency	Liability Year	Report Number
Required QC-Related New Investment Amount:		Fiscal Year(s) of New Investment Implementation Period:

**SECTION II: New Investment Activity Status**

**Progress/Status of Activity 1:**

a. Progress to date
b. Milestones met in error reduction targets
c. Anticipated vs. actual cost analysis
d. Was this activity included in the SF-425 (FNS-778/778A) FPRS submissions over the last six months? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which submissions (Quarter, FY)?

**Progress/Status of Activity 2:**

a. Progress to date
b. Milestones met in error reduction targets
c. Anticipated vs. actual cost analysis
d. Was this activity included in the SF-425 (FNS-778/778A) FPRS submissions over the last six months? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which submissions (Quarter, FY)?

**Progress/Status of Activity 3:**

a. Progress to date
b. Milestones met in error reduction targets
c. Anticipated vs. actual cost analysis
d. Was this activity included in the SF-425 (FNS-778/778A) FPRS submissions over the last six months? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which submissions (Quarter, FY)?

**Overall Activities Summary:**

*Please provide a general assessment on the plan’s startup, implementation, challenges faced, and/or impact on reducing the leading causes of errors attributed to the high error rate for the Federal Fiscal Year in which the new investment was required.*

**SECTION III: Schedule of Upcoming Report Submission(s) and Contacts**

**Schedule of Upcoming Progress Reports**

*Please indicate any changes in the number of anticipated reports. Also, fill in when the next report is due and if it is a final report.*

Next Report Number	Due Date <input type="checkbox"/> May 10 <input type="checkbox"/> November 10   _____ year	Is the next report the final report? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are there any changes in the number of anticipated reports? Explain.

**Updated List of Contacts Responsible for QC-Related New Investment Activities**

*If no changes, leave blank. “Person responsible for preparing this report” must be filled in for the first report submission and updated as needed in the following reports.*

**Person responsible for preparing this report:**

Name	Title	Phone Number and E-mail
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**Financial officer providing status reports to FNS regional office:**

Name	Title	Phone Number and E-mail
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**Technical accountant with primary responsibility for preparing status reports:**

Name	Title	Phone Number and E-mail
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**Program Manager responsible for directing QC New Investment activities:**

Name	Title	Phone Number and E-mail
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*Is information in Column 19 of the SF-425(FNS-778/778A) (refer to 7 CFR 277.11-Financial Reporting Requirements) prepared by someone other than the persons listed above? If so, please provide the person’s name, title, phone number and E-mail address.*

Name	Title	Phone Number and E-mail
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**Instructions**  
**FNS Form 74B - QC-Related New Investment Plan Progress Report Template**

FNS form 74B is designed to allow for flexibility and should be used as an example of the specific information FNS is requiring for the QC-Related new investment plan progress reports, rather than specifying the method to be used in explaining the plan's status.

**Due Dates:**

Reports are due biannually on May 10 and November 10 of each year. The first report's due date will be provided by FNS. For the first report, States should reflect the status of their activities in the months since the plan's approval and for all subsequent reports States should reflect the status of each activity over the months since the previous report. The May 10th report will include activities performed during the October-March time period and the November 10th report will cover activities during the April-September time period.

**Structure:**

The progress report requests basic information on the status of the activities that were outlined in the State's plan.

**Section I** identifies the liability year-related information and the submitted report number;

**Section II** requests detail about the progress/status of each activity being implemented as well as the financial details associated with each activity, and requests an overall summary to date of the State's plan implementation; and

**Section III** tracks when the next progress report is due, if there are any changes to the number of anticipated reports, and provides space for updates on who in the State Agency is responsible for submitting the reports and implementing the plan.

The number of progress reports required for each QC-Related new investment plan will vary by State depending on the timeline and specific activities outlined in their submitted plan. In the event a State finds it requires more or less reports during implementation, the reporting schedule can be adjusted.