

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 Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is 0584-0303. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0583-0303). Do not return the completed form to this address.

SECTION I: State Agency Information			
State Agency	Liability Year	Report Number	Submission Date
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. Financial Details including source of funds, actual goods/services purchased or rented and anticipated versus actual cost analysis			
d. Was this activity included in the SF-425 (FNS-778/778A) Food Programs Reporting System submissions over the last six months? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, in which submissions (Quarter, Fiscal Year)?			
Progress/Status of Activity 2			
a. Progress to date			
b. Milestones met in error-reduction targets			
c. Financial Details including source of funds, actual goods/services purchased or rented and anticipated versus actual cost analysis			
d. Was this activity included in the SF-425 (FNS-778/778A) Food Programs Reporting System submissions over the last six months? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, in which submissions (Quarter, Fiscal Year)?			
Progress/Status of Activity 3			
a. Progress to date			
b. Milestones met in error-reduction targets			
c. Financial Details including source of funds, actual goods/services purchased or rented and anticipated versus actual cost analysis			
d. Was this activity included in the SF-425 (FNS-778/778A) Food Programs Reporting System submissions over the last six months? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, in which submissions (Quarter, Fiscal Year)?			

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 10 report will include activities performed during the October-March time period and the November 10 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 details about the progress/status of each activity being implemented, the financial details associated with each activity, and an overall summary to date of the State's Plan implementation; and

Section III when the next progress report is due and if there are any changes to the number of anticipated reports. It also 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 its submitted plan. In the event a State finds it requires more or fewer reports during implementation, the reporting schedule can be adjusted.