## OMB 0584-0303 Appendix C: 74B

Department of Agriculture, Food and Nutrition Service

OMB CONTROL NO. 0584-0303 Expiration Date: XX/XX/XXXX

### **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					
Sta	e Agency Liability Year Report Number Submission Date				
Re	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.	last six months?				
	Yes No If so, in which submissions (Quarter, Fiscal Year)?				
	gress/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?				
	Yes No If so, in which submissions (Quarter, Fiscal Year)?				
Pro	gress/Status of Activity 3				
a.	Progress to date				
b.	Milestones met in error-reduction targets				
C.	inancial 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?				
	Yes No If so, in which submissions (Quarter, Fiscal Year)?				

Overall Activities Summa	ary:	
Please provide a general	I assessment on the Plan's startup	, implementation, challenges-faced, and impact on reducing or the FFY in which the new investment was required.
SECTION III: Schedule	of Upcoming Report Submission	n(s) and Contacts
Schedule of Upcoming P		(3) and contacts
	•	eports. Also, indicate in when the next report is due and if it is
Next Report Number	Due Date	Is the next report the final report?
	☐ May 10 ☐ November 10 _	Yes  No
Are there any changes in	the number of anticipated reports	,
, ,		'
<b>Updated List of Contact</b>	ts Responsible for QC-Related N	New Investment Activities
		ng this report" must be filled in for the first report submission
		9 1
·	in subsequent reports.	
INDICATED AND ADDRESS OF THE PROPERTY OF THE P	reparing this report:	
Name	<u> </u>	Phone Number and E-mail
	reparing this report:  Title	Phone Number and E-mail
Financial officer providing	reparing this report:  Title g status reports to Food and Nutrit	Phone Number and E-mail ion Service regional office:
	reparing this report:  Title	Phone Number and E-mail
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Financial officer providing Name  Technical accountant with	reparing this report:  Title  g status reports to Food and Nutrit  Title  th primary responsibility for prepari	Phone Number and E-mail  ion Service regional office: Phone Number and E-mail  ng status reports:
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Financial officer providing Name  Technical accountant with Name  Program Manager respo	reparing this report:  Title  g status reports to Food and Nutrit  Title  th primary responsibility for prepari  Title  nsible for directing QC New Invest	Phone Number and E-mail  ion Service regional office: Phone Number and E-mail  ng status reports: Phone Number and E-mail  ment activities:
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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 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 it's submitted plan. In the event a State finds it requires more or fewer reports during implementation, the reporting schedule can be adjusted.