

<b>III.</b>	<b>PROGRAM PLANNING AND RESOURCES SECTION</b>
<b>800</b>	<b>Quarterly Progress Reporting</b>

This Section includes:

- 800.1 Quarterly Progress Reporting
- 800.2 Education and Administrative Reporting System (EARS)
- 800.3 Activity Tracking Form (ATF)

**800.1 Quarterly Progress Reporting**

The NEOPB contractors/grantees are required to submit Quarterly Progress Reports indicating the status of their funded activities. Timely submission each quarter of progress reports is necessary to ensure continued United States Department of Agriculture (USDA) funding. Quarterly Progress Reports must be submitted by the dates indicated on the reporting form (two weeks after the end of the reporting quarter) or by a PO approved extension deadline that has been requested by the contractor/grantee. Extensions are granted on an emergency case-by-case basis only and must be requested in writing.

Annual Civil-Rights trainings are mandated. Each LHD will provide verification of every employee's and sub-contractor's satisfactory completion of the training. Part of achieving compliance to the civil rights requirements includes the "Justice For All" poster, mentioned on Slide #14 of the mandatory Civil Rights Training webinar. It must be posted in your work area as noted in the training. For your use and convenience, this poster can be found at the following link: <http://www.fns.usda.gov/cr/and-justice-all-posters>.

In addition the first Quarterly Progress Report submission will include a signed Non-Disparaging certificate. The template is located at <http://www.cdph.ca.gov/programs/NEOPB/Pages/NEOPBSNAP-EDGUIDANCE.aspx> under the NEOPB Reporting section.

The fourth quarter Progress Report requires an additional "Success Story" which highlights a successful intervention or outcome of the LHD's program. See NEOPB web page for a template and sample of the Success Story under the Partners heading.

**800.2 Education and Administrative Reporting System (EARS)**

FNS has developed an ongoing reporting system for the nutrition education component of the Supplemental Nutrition Assistance Program (SNAP). The system is called Education and Administrative Reporting System (EARS) and provides uniform data and information about the nutrition education activities of all participating States across the country. The data collected under this system includes demographic characteristics of participants receiving nutrition education benefits, information about education strategies and content, as well as resource use.

The EARS system provides FNS with uniform national data and information that will inform management decisions, support policy initiatives, provide documentation for legislative, budget and other requests, and support planning within the agency.

The information collected from this reporting system will be used by FNS to inform program and policy decisions and to respond to requests from Congress

### **800.3 Activity Tracking Form (ATF)**

The Activity Tracking Form is a website used to report the events the contractor/grantee or organization conducts as part of the Integrated Work Plan. The ATF serves two functions:

- 1) It allows the organization and Project Officer to track and compile events by type of activity and reach and
- 2) It allows the SNAP-Ed program to compile the required annual report (EARS) to the USDA and the State.

The ATF should be maintained on a frequent (daily or weekly) basis. It is inadvisable to retroactively enter events. Each user needs an account to report activities. User name and password are required to gain access to the ATF: <https://atf.cdph.ca.gov/login.aspx>

The ATF is designed to track and compile direct education and indirect nutrition education interventions by objective, date, type of activity, reach, etc. The data collected on this form will assist contractors in completing their progress report forms including the online Education and Administrative Reporting System (EARS) requirements.