



United States  
Department of  
Agriculture


Office  
of the  
Secretary

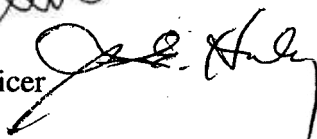
Office of Budget  
and Program  
Analysis

Washington,  
D.C.  
20250

MAR 30 2004

**TO:** Subcabinet Officials  
BPI Board

**FROM:** Stephen B. Dewhurst   
Director, Office of Budget and Program Analysis

Patricia E. Healy   
Acting Chief Financial Officer

**SUBJECT:** Annual Performance Plan for Fiscal Year (FY) 2005 and Revised Annual  
Performance Plan for FY 2004 and Quarterly Reporting Process

While we have made tremendous strides toward integrating program performance information with our budget decision-making and justification, some areas remain where we need to either improve or implement new processes. These measures will allow us to "Get to Green" in budget and performance integration (BPI) as defined by the President's Management Agenda (PMA).

The PMA requires the Department to have:

- an overall Strategic Plan;
- an Annual Performance Plan (including corrective actions planned as a result of Program Assessment Rating Tool (PART) reviews; and
- a quarterly reporting process on performance and financial achievements and an Annual Performance Report.

This memorandum and the attached instructions focus on two areas -- developing a FY 2005 and Revised FY 2004 Department-wide Annual Performance Plan to be posted on USDA's website and implementing a Quarterly Reporting Process to provide policy officials with program performance and financial information. OBPA and OCFO have collaborated to develop a planning and reporting process that will meet the requirements of both the Government Performance and Results Act and the PMA.

**Annual Performance Plan (APP) for FY 2005 and Revised Annual Performance Plan for FY 2004 (Attachment A)**

For USDA to comply with BPI requirements, we must develop an Annual Performance Plan to be posted on our website. While much of the information needed to produce the APP is included in the Explanatory Notes, they are produced for use by Congressional Appropriations Committees, not for use by the general public. To meet the BPI requirements, USDA must produce a simplified document, which will provide an overview of the Department's plans for FY 2004 and 2005. The Annual Performance Plan should contain a limited number of performance measures that will demonstrate plans and targets for achieving the Department's strategic goals and objectives. The measures included in the APP will be tracked and reported on in our Annual Performance Report, which is part of the Performance and Accountability Report.

Please note that the APP is intended to present plans and performance measures for key activities that will demonstrate progress toward achievement of Department-level strategic goals and objectives, not to describe plans related to all of the Department's programs. Thus, it is possible that some agencies will not be represented in the Department's APP with specific measures.

Instructions for the FY 2005 Annual Performance Plan and Revised FY 2004 Plan are included in Attachment A. We envision this "public" annual plan to be developed primarily by extracting information included in the Explanatory Notes. In order to produce the public plan, however, we will need to reach consensus with each mission area about which performance measures should be included. Attached is a suggested list of measures that covers the Department's strategic goals and objectives (see Attachment A). Please review the list to ensure that the measures are ones that can tell the "story" of the agency's contributions to the achievement of Department level goals and objectives. For programs that have been assessed using PART, any substitute measures and targets should be those that were included in the PART.

**Please provide comments on suggested performance measures by April 6<sup>th</sup> with a complete Annual Performance Plan as outlined in Attachment A due on April 16<sup>th</sup>.** OBPA and OCFO will work together to produce a consolidated Departmental document. Performance measures included in the consolidated Annual Performance Plan for FY 2005 and Revised Plan for FY 2004 will become the basis for all quarterly and annual reporting in fiscal years 2004 and 2005.

**Quarterly Performance Management Planning and Reporting Process (Attachment B)**

Along with the Annual Plan, USDA needs to implement a quarterly performance and financial reporting process to provide policy officials with timely information. This information should include specifics on areas where corrective actions are needed to achieve planned performance levels. As part of the quarterly-reporting process, senior managers will receive reports on management actions being taken to correct deficiencies identified through the PART process.

Instructions for the Quarterly Reporting Process are included in Attachment B. Because we are getting started in the middle of the fiscal year, the Quarterly Performance Management Plan and the first Quarterly Performance Report should be submitted simultaneously. The first report should cover the period of October 2003 through March 2004. **Please note that the Quarterly Performance Plan and Report are due to OBPA in Room 102-E of the Whitten Building no later than noon, April 28.**

We will schedule a meeting in the very near future to answer questions about the information and processes contained in this memorandum. Thank you all for your patience as we continue to develop and change our budget and reporting processes.

cc Dale Moore, Chief of Staff  
Julie Lapeyre  
Agency Heads  
BPI Contacts  
Agency Budget Officers  
Department-wide Planning Team

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 USDA FY 2005 Annual Performance Plan and Revised Plan for FY 2004
 

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## PREPARATION OF FY 2005 ANNUAL PERFORMANCE PLAN AND REVISED PLAN FOR FY 2004

## GENERAL INSTRUCTIONS

- a. Provide the name of the agency.
- b. State the mission of the agency.

Use the list of suggested performance measures (pages 3 through 8 of this attachment) as a guide for the following instructions. Please review the list to ensure that the measures are ones that can tell the "story" of the work of the agency to the American public. The measures represent our major activities only – therefore, some agencies may not have specific performance measures in the APP. Please work with OBPA analysts to substitute measures if required. For programs that have been assessed using PART, any substitute measures and targets should be those that were included in the PART. This list of measures will become the basis for quarterly reporting and the Annual Performance Report for FY 2005.

In addition, please include any measures that document the Department's progress in delivering faith-based programs to the public. This is an area of particular interest to the Secretary.

## FOR EACH RELEVANT PERFORMANCE MEASURE:

- c. Provide the number of the USDA Goal pertaining to the performance measure under discussion.
- d. Provide the number of the USDA Strategic Objective pertaining to the performance measure under discussion.
- e. State the Key Outcome(s) pertaining to the performance measure. Use the Key Outcome(s) stated in the Agency's Purpose Statement as published in the FY 2005 Explanatory Notes.
- f. Provide an explanation of the Key Outcome the agency is hoping to achieve for this performance measure and USDA Strategic Goal/Objective, and how it contributes to the Department's overall performance.
- g. Provide information from any PART assessments that pertain to achievement of the key outcome. Discuss PART findings and actions taken to address those findings in all cases where a program has been evaluated through the PART process
- h. Discuss the Key Performance measures pertaining to the Strategic Objective. Provide a short description of the measure used to evaluate performance and describe how the measure will lead to the achievement of performance goals/objectives.

Display a tabular presentation of performance targets in units and dollars for each priority activity. Targets should be shown for past years (from FY 2000 to FY 2003), the current year and the budget year. For the current year and the budget year, provide a +/- target range in lieu of a single number to allow for variation on estimates. Do not include data for all agency performance measures – provide information for the selected measures only. There is not a requirement to account for all agency dollars on this table. Only the dollars that relate to key performance measures will be displayed.

- j. Provide bullet points on the strategies that the agency will employ to achieve the annual targets designated for FYs 2004 and 2005. The bullet points should include resources, processes and technologies to be used in achieving the annual targets. In many instances, these strategies are considered to be inputs.
- k. Describe the means that will be used to verify and validate measured performance (unless already discussed in item g above under PART information). Identify internal and external data sources,

USDA FY 2005 Annual Performance Plan and Revised Plan for FY 2004

describe efforts to verify and validate performance data, identify actions to compensate for unavailable or low-quality data and discuss implications of data limitations for assessing performance. Include a description of any remedial steps being taken in the completeness and reliability of performance data.

Provide information on program evaluations to be done during the year (unless already discussed in item g above under PART information). These studies and analyses can include policy, program or management analyses, compliance reviews, cost-benefit studies, research to provide baseline data, or demonstration research. This information provides the analyses and studies that USDA intends to cover in its Annual Report.

- m. Provide information on key external factors that could impact attaining performance target such as reliance on other governments or parties. If key external factors cannot be identified, a statement of such should be included.
- n. Indicate significant programs/activities that are being undertaken with other Federal department/agency or private sector entities to achieve a common goal, purpose, or objective of a cross-cutting nature. Explain how these activities are being coordinated to ensure that goals are accomplished.
- o. Where applicable, provide a discussion of Agency plans for delivering faith-based programs to the public in FYs 2004 and 2005. Include information on planned improvements or program expansion.

USDA FY 2005 Annual Performance Plan and Revised Plan for FY 2004

- a. Agency Name:
- b. Agency Mission:
- c. JSDA Goal:
- d. USDA Strategic Objective:
- e. Key Outcome: (from the Purpose Statement in the Explanatory Notes)
- f. Description of Key Outcome:
- g. PART information:
- h. Key Performance Measures:

Measure #1

- Measure #2:

Key Performance Targets:

USDA Strategic Objective	Performance Measure	2000 Actual	2001 Actual	2002 Actual	2003 Actual	2004 Estimate	2005 Target
1.1	Performance Measure #1						
	a. Units	XXX	XXX	XXX	XXX	XXX	XXX
	b. Dollars	\$ XX	\$ XX	\$ XX	\$ XX	\$ XX	\$ XX
1.2	Performance Measure #2						
	a. Units	XXX	XXX	XXX	XXX	XXX	XXX
	b. Dollars	\$ XX	\$ XX	\$ XX	\$ XX	\$ XX	\$ XX

Strategies for achieving performance in FY 2004 and 2005:

- > Strategy a:
- > Strategy b:
- > Etc.

- k. Data verification and validation (unless already discussed in item g above under PART information)

Data Verification and Validation				
USDA Strategic Objective	Performance Measure	Data Source	Verification/Validation Method	Data Limitations and Remedial Steps

USDA FY 2005 Annual Performance Plan and Revised Plan for FY 2004

Program evaluations (unless already discussed in item g above under PART information)

<b>Program Evaluations and Other Analyses</b>				
<b>Performance Goals</b>	<b>Evaluations/Analyses</b>	<b>Proposed Achievement</b>	<b>Start Date</b>	<b>End Date</b>

- m. External factors that could impact attaining performance target
- n. Cross-cutting programs
- o. Plans for in Delivering Faith-Based Programs to the Public

<b>Goal 1: Enhance Economic Opportunities for Agricultural Producers</b>	
<b>Objective 1.1</b> – Expand International Marketing Opportunities.	<b>FAS:</b> <ul style="list-style-type: none"> <li>› Value of exports facilitated through the CCC export credit guarantee program. (\$)</li> </ul>
<b>Objective 1.2</b> – Support International Economic Development and Trade Capacity Building.	<b>FAS:</b> <ul style="list-style-type: none"> <li>› Value of trade expanded/preserved through staff interventions and trade agreement monitoring. (\$)</li> </ul>
<b>Objective 1.3</b> – Expand Alternative Markets for Agricultural Products and Activities.	<b>OCE:</b> <ul style="list-style-type: none"> <li>› Qualify the number of products in five or more categories of Biobased Products for preferred procurement by federal agencies.</li> </ul> <b>DA:</b> <ul style="list-style-type: none"> <li>› Annual increase in purchase of USDA-designated biobased products</li> </ul>
<b>Objective 1.4</b> – Provide Risk Management and Financial Tools to Farmers and Ranchers	<b>RMA:</b> <ul style="list-style-type: none"> <li>› Increase Participation as Measured by Planted Acres Having Crop Insurance Coverage.</li> </ul> <b>FSA:</b> <ul style="list-style-type: none"> <li>› Loans to beginning and socially disadvantaged farmers</li> </ul> <b>OCR:</b> <ul style="list-style-type: none"> <li>› Reduction in the number of program complaints filed.</li> </ul>
<b>Goal 2: Support Increased Economic Opportunities and Improved Quality of Life in Rural America</b>	
<b>Objective 2.1</b> – Expand Economic Opportunities Through USDA Financing of Businesses	<b>RD:</b> <ul style="list-style-type: none"> <li>› Jobs Created or Saved</li> </ul>
<b>Objective 2.2</b> – Improve the Quality of Life Through USDA Financing of Quality Housing, Modern Utilities, and Needed Community Facilities.	<b>RD:</b> <ul style="list-style-type: none"> <li>› Homeownership Opportunities Provided.</li> <li>› Customers Served by New or Improved Water and Waste Disposal Facilities.</li> <li>› Customers Served by New or Improved Electric Facilities.</li> <li>› Customers Served by New or Improved Telephone Facilities.</li> </ul>

<b>Goal 3: Enhance Protection and Safety of the Nation's Agriculture and Food Supply</b>	
<b>Objective 3.1</b> – Reduce the Incidence of Food-borne Illnesses Related to Meat, Poultry, and Egg Products in the U.S.	<p><b>FSIS:</b></p> <ul style="list-style-type: none"> <li>› Prevalence of Salmonella on Broiler Chickens.</li> <li>› Prevalence of Listeria Monocytogenes in Ready to Eat Meat and Poultry Products.</li> <li>› Prevalence of E. Coli on Ground Beef.</li> </ul>
<b>Objective 3.2</b> – Reduce the Number and Severity of Agricultural Pest and Disease Outbreaks.	<p><b>APHIS:</b></p> <ul style="list-style-type: none"> <li>› Number of significant introductions of foreign animal disease and pests that spread beyond the original area of introduction and cause severe economic or environmental damage, or damage to the health of humans.</li> </ul> <p>Percentage of facilities in complete compliance at the most recent inspection.</p> <p>Number of animals affected by non compliances documented on inspection reports.</p> <p><b>CSREES:</b></p> <ul style="list-style-type: none"> <li>› Expand science-based technologies which will allow the local, state and Federal officials to reduce the number and severity of agricultural and disease outbreaks through connection and data exchange among National Plant Pest and Disease Diagnostic Centers and the National Agricultural Pest Information System. Extend plant disease diagnostic and research capabilities in order to improve plant diagnosis and treatment.</li> </ul> <p><b>ARS:</b></p> <ul style="list-style-type: none"> <li>› Provide Scientific Information to Protect Animals from Pests, Infectious Diseases, and Other Disease-Causing Entities that Impact Animal/Human Health.</li> </ul>
<b>Goal 4: Improve the Nation's Nutrition and Health</b>	
<b>Objective 4.1</b> – Improve Access to Nutritious Food.	<p><b>FNS:</b></p> <ul style="list-style-type: none"> <li>› Rates of Eligible Populations Participating in the Major Federal Nutrition Assistance Programs.</li> </ul>
<b>Objective 4.2</b> – Promote Healthier Eating Habits and Lifestyles	<p><b>FNS:</b></p> <ul style="list-style-type: none"> <li>› Improve the Healthy Eating Index (HEI) Scores for Children from Households with Incomes Under 130 and 185 Percent of Poverty.</li> </ul> <p><b>ARS:</b></p> <ul style="list-style-type: none"> <li>› Provide Research Information, Services, Technologies, and Data from the National Nutrient Database and the "What We Eat in America" Dietary Intake Survey to USDA Agencies/Private Sector to Support Revision of the Dietary Guidelines, Resulting in USDA Policy Decisions Relating to the Nation's Food Assistance Programs/Other Uses.</li> </ul>



<p>Objective 4.3 – Improve Food Program Management and Customer Service.</p>	<p><b>FNS:</b>                  › Increase Food Stamp Payment Accuracy</p>
<p><b>Goal 5: Protect and Enhance the Nation’s Natural Resource Base and Environment</b></p>	
<p>Objective 5.1 – Implement the President’s Healthy Forest Initiative and Other Actions to Improve Management of Public Lands.</p>	<p><b>FS:</b>                  › Number of acres treated that are in condition classes 2 or 3 in fire regime 1,2 or 3 outside the wild land urban interface.</p>
<p>Objective 5.2 – Improve Management of Private Lands.</p>	<p><b>NRCS:</b></p> <ul style="list-style-type: none"> <li>› Conservation plans written for working cropland and grazing lands.</li> <li>› Reduction in the acreage of cropland soils damaged by erosion.</li> <li>› Grazing lands with practices applied.</li> <li>› Agriculture wetlands created or restored</li> </ul>

# Quarterly Performance Management Plan and Quarterly Report

## Background

The President's Management Agenda (PMA) provides a strategy for improving the management of the Federal government. The PMA focuses on five government-wide initiatives including strategic management of human capital, competitive sourcing, improved financial performance, expanded e-government, and budget and performance integration. One of the goals of budget and performance integration (BPI) is to ensure that limited federal resources are allocated to programs that deliver results. In order to accomplish this, the PMA directs agencies to identify effective outcome and output measures, accurately monitor the performance of programs and begin integrating this information with associated costs in budget submissions.

OMB identified five criteria for determining whether an agency has achieved budget and performance integration. The five criteria include:

1. Collaboration;
2. Goals, Objectives and Targets;
3. Alignment;
4. Full Cost; and
5. Validation.

Further, OMB and USDA have established a number of milestones to be met in achieving budget and performance integration through the "Proud to Be" document. As a prerequisite to achieving "yellow" status in BPI, USDA must establish a quarterly financial and performance reporting process that tracks progress toward performance goals during program implementation and budget execution and links each outcome goal with output goals. This report should be discussed regularly with top management.

USDA has made significant progress toward implementing budget and performance integration and the quarterly report is the next step in the process. This instruction provides an initial format that we anticipate will be used by the Secretary and other policy officials to gauge progress in programs as budgets are executed throughout the fiscal year. The report is designed to provide program performance and funding information as well as a narrative discussion of issues that are of interest to policy officials. The quarterly report is designed to precipitate discussion on performance as well as to provide policy officials with information to make performance or funding decisions when necessary. We expect this to be an evolutionary process that will be tailored to meet the needs of the Secretary, the Deputy Secretary and other policy officials.

## USDA's Quarterly Performance Reporting Process

The Quarterly Performance Reporting Process will have two parts:

1. the Quarterly Performance Management Plan, and
2. the Quarterly Performance Report.

Each agency will provide these documents to the Office of Budget and Program Analysis (OBPA) for review and distribution to the BPI Board including the Deputy Secretary, the Special Assistant to the Secretary, the Chief Information Officer, the Chief Financial Officer, the Acting Assistant Secretary for Administration, and the Budget Officer. Information on due dates is on page 2.

The **Quarterly Performance Management Plan** provides an overview of the key performance priorities the agency aims to achieve in the budget year (see pages 3 and 4 for detailed instructions). The plan includes a presentation of Quarterly performance targets and quarterly progress projections for the selected key performance measures. In addition, the plan includes projected quarterly obligations for each program where a performance measure is discussed. This integration of budgetary obligations and performance information will provide managers with a better understanding of the relationship between funding and performance over time.

The Quarterly Performance Management Plan also includes two narrative sections. The first describes each agency's key performance milestones planned for the fiscal year as well as potential successes and shortfalls for each measure, and a description of the progress on major projects or projects of particular interest to the Secretary such as the Ames, Iowa laboratory construction or efforts to eradicate certain pests and diseases. In addition, agencies should provide narrative discussion of their efforts to provide faith-based programs to the public. The second narrative section provides a discussion of any actions taken or planned to address the findings in all cases where a program has received a Program Assessment Rating Tool (PART) evaluation.

Agencies should develop the Quarterly Performance Management Plan based on amounts included in the FY 2004 Appropriations Acts.

The **Quarterly Performance Report**, due at the end of each month following the end of the quarter, will provide information on actual obligations and performance on a quarterly basis. This report will identify areas where corrective actions are needed to achieve planned performance levels. Agencies are also responsible for maintaining auditable documentation of the methodology behind linking performance and cost information. That is, agencies should maintain the same type of documentation of assumptions, data and procedures for this report as they would for information included in a financial statement or other financial document.

**Agency Responsibilities**

All agencies must complete all exhibits listed in this instruction. Two copies of materials are due to OBPA, Room 102-E in the Whitten Building by the close of business on the following dates:

<b>Item</b>	<b>Due Date</b>
Quarterly Performance Management Plan	April 28, 2004
First Quarter Performance Report	To be Combined with 2 <sup>nd</sup> Quarter
Second Quarter Performance Report	April 28, 2004
Third Quarter Performance Report and Fourth Quarter Projection	July 28, 2004
Fourth Quarter Performance Report	October 27, 2004

OBPA will provide data to OCFO.

## Instructions for the Preparation of the Quarterly Performance Management Plan due April 28, 2004

### Strategic Objective (Column 1)

For FY 2004, the key performance measures are identified through the process described in Attachment A. Identify which of the Strategic Objectives in the USDA Strategic Plan is addressed by the performance measure.

### Key Performance Measures (Column 2)

List the key performance measure. For FY 2004, the key performance measures are identified in Attachment A. Targets should be shown for FY 2004 and projections for each quarter throughout FY 2004.

### FY 2004 Target (Column 3)

Targets for FY 2004 must be consistent with what is identified in the FY 2004 column of the FY 2005 President's Budget. If the target has changed, an explanation must be provided in the narrative statement discussed below.

### Quarterly Performance Projections (Columns 4-7)

Provide anticipated performance levels for each quarter in FY 2004. The projections are a timeline showing the progress of a performance target throughout the entire year. These projections should represent the planned performance for each measure over the course of the entire year. Projections must be presented in units.

### Quarterly Projected Obligations (Columns 8-11)

Provide expected obligation levels for the program associated with the performance measure identified in Column 2. There is not a requirement to account for all agency dollars on the above table. **Only the dollars that relate to selected key performance measures will be displayed.**

### Quarterly Obligations for FY 2004 (Column 12)

Provide the Total Quarterly Obligations for the program associated with the performance measure identified in Column 2. The amount should be consistent with what is identified in the FY 2004 column of the FY 2005 President's Budget.

1	2	3	4	5	6	7	8	9	10	11	12
USDA Strategic Objective	Program/ Key Performance Measure	FY 2004 Target	PERFORMANCE PROJECTIONS				OBLIGATIONS				
			1 <sup>ST</sup> Quarter	2 <sup>ND</sup> Quarter	3 <sup>RD</sup> Quarter	4 <sup>TH</sup> Quarter	1 <sup>ST</sup> Quarter	2 <sup>ND</sup> Quarter	3 <sup>RD</sup> Quarter	4 <sup>TH</sup> Quarter	Total Quarterly Obligations for FY 2004
5.2	<b>Watershed Assistance Program</b>  Reduction in economic loss as a result of flooding.	170 million fewer acres of land flooded	20 million fewer acres of land flooded	20 million acres of land flooded	120 million fewer acres of land flooded	10 million acres of land flooded	\$22,000	\$22,000	\$133,000	\$12,000	\$189,000
5.2	<b>Conservation Services Program</b>  Reduction in pesticide residues in drinking water in flooded areas.	.0020 parts per billion pesticide residues in 8 oz tap water in flooded communities	.0025 parts per billion pesticide residues in 8 oz tap water in flooded communities	.0023 parts per billion pesticide residues in 8 oz tap water in flooded communities	.0022 parts per billion pesticide residues in 8 oz tap water in flooded communities	.0020 parts per billion pesticide residues in 8 oz tap water in flooded communities	15,000	20,000	25,000	25,000	85,000

**Key Performance Milestones:**

Provide a description of key milestones for each performance measure listed above. The discussion should provide a clear descriptive picture of quarterly and yearly milestones to be achieved for the measure. The discussion must also indicate potential performance shortfalls or other changes from the level of performance indicated in the FY 2004 column of the FY 2005 President’s Budget. The discussion of potential shortfalls should include planned initiatives to resolve the shortfall situation.

**Program Assessment Rating Tool (PART) Evaluations:**

Using the OMB form provided below, for each program that has received a PART evaluation, provide a summary of PART findings and describe all actions planned to address the findings. The discussion should include the recommendation, the next milestone, whether actions to address the findings are on track and any other status comments.

<Agency Name>

<Program Name (as listed in the FY 2004 or FY 2005 Budget)>

<b>Recommendation</b> Develop long-term performance measures.	<b>Completion Date</b> 09/01/03	<b>On Track? (Y/N)</b> Y	<b>Comments on Status</b> Measures under review in Department.
<b>Next Milestone</b> Provide proposed measures to OMB for review.	<b>Next Milestone Date</b> 07/15/03	<b>Lead Organization</b> Bureau of xxx	<b>Lead Official</b> Pat Doe

<b>Recommendation</b> Allocate funds within program based on demonstrated needs.	<b>Completion Date</b> 9/30/03	<b>On Track? (Y/N)</b> Y	<b>Comments on Status</b> Proposed in 2004 Budget
<b>Next Milestone</b> House mark.	<b>Next Milestone Date</b> 07/30/03	<b>Lead Organization</b> Bureau of xxx	<b>Lead Official</b> J. Jones

<b>Recommendation</b>	<b>Completion Date</b>	<b>On Track? (Y/N)</b>	<b>Comments on Status</b>
<b>Next Milestone</b>	<b>Next Milestone Date</b>	<b>Lead Organization</b>	<b>Lead Official</b>

<b>Recommendation</b>	<b>Completion Date</b>	<b>On Track? (Y/N)</b>	<b>Comments on Status</b>
<b>Next Milestone</b>	<b>Next Milestone Date</b>	<b>Lead Organization</b>	<b>Lead Official</b>

<b>Recommendation</b>	<b>Completion Date</b>	<b>On Track? (Y/N)</b>	<b>Comments on Status</b>
<b>Next Milestone</b>	<b>Next Milestone Date</b>	<b>Lead Organization</b>	<b>Lead Official</b>

## Instructions for the Preparation of the Quarterly Performance Report

The Quarterly Performance Report provides a quarterly status update of the key performance measures and associated obligations for each agency. The report is due to Room 102-E Whitten Building on the dates shown on page 2 of this instruction. This instruction uses the 1<sup>st</sup> quarter as an example and agencies should adjust their reports by changing the title of the column depending on the actual reporting period (i.e, 2<sup>nd</sup> Quarter, 3<sup>rd</sup> Quarter, etc.).

### Strategic Objective (Column 1)

For FY 2004, the key performance measures are identified in Attachment A. Identify which USDA's Strategic Objectives in the USDA Strategic Plan is addressed by the performance measure. The FY 2004 Strategic Objective should be consistent with the Strategic Objective identified in Column 1 of the Quarterly Performance Management Plan.

### Key Performance Measures (Column 2)

These are the measures identified in Column 2 of the Quarterly Performance Management Plan.

### FY 2004 Target (Column 3)

The FY 2004 Target should be consistent with the target identified in Column 3 of the Quarterly Performance Management Plan. If the target has changed, an explanation of the change, including causes and remedial actions should be included in the Key Milestones section below.

### 1<sup>st</sup> Quarter Estimated Performance (Column 4)

Fill in the 1<sup>st</sup> quarter estimated performance as estimated in Column 4 of the Quarterly Performance Management Plan.

### 1<sup>st</sup> Quarter Actual Performance (Column 5)

Report actual quarterly performance for each measure in units. If actual performance is different than expected as estimated in the Quarterly Performance Management Plan, explain the change, including causes and remedial actions planned to get performance back to expected levels in the Key Milestones section below.

### Actual Year to Date Performance (Column 6)

Report actual year to date performance for each measure in units. The actual year to date performance is the cumulative performance over the course of all quarters to date.

### 1<sup>st</sup> Quarter Estimated Obligations (Column 7)

Fill in the 1<sup>st</sup> quarter estimated obligations as estimated in Column 7 of the Quarterly Performance Management Plan.

### 1<sup>st</sup> Quarter Actual Obligations (Column 8)

Report actual obligations for the quarter. If actual obligations are different than expected as estimated in the Quarterly Performance Management Plan, explain the change in the Key Milestones section below.

Quarterly Performance Report Agricultural Engineering Service (dollars in thousands)							
1	2	3	4	5	6	7	8
Strategic Objective	Program/ Key Performance Measure	FY 2004 Target	1 <sup>st</sup> Quarter Estimated Performance	1 <sup>st</sup> Quarter Actual Performance	Actual Year to Date Performance	1 <sup>st</sup> Quarter Estimated Obligations	1 <sup>st</sup> Quarter Actual Obligations
5.2	Watershed Assistance Program  Reduction in economic loss as a result of flooding.	170 million fewer acres of land flooded	20 million fewer acres of land flooded	10 million fewer acres of land flooded	10 million fewer acres of land flooded	\$22,000	\$12,000
5.2	Conservation Services Program  Reduction in pesticide residues in drinking water in flooded areas.	.0020 parts per billion pesticide residues in 8 oz tap water in flooded communities	.0025 parts per billion pesticide residues in 8 oz tap water in flooded communities	.0025 parts per billion pesticide residues in 8 oz tap water in flooded communities	.0025 parts per billion pesticide residues in 8 oz tap water in flooded communities	15,000	15,000

**Key Performance Milestones:**

Based on performance milestones identified in the Key Performance Milestones section of the Quarterly Performance Management Plan, discuss any key milestones reached during the quarter, any shortfalls or performance that was beyond expectations and the progress on major projects such as the Ames, Iowa renovations. In the above example, the Agricultural Engineering Service did not reach its expected level of performance for the first quarter of FY 2004. In such a case, the agency should explain why performance is below expected levels.

**PART:**

Using the PART form from the Quarterly Performance Management Plan (see page 4 of this instruction), report any specific actions taken to address PART findings in the quarter.