



United States Department of Agriculture



Cooperative State, Research, Education
and Extension Service

EFNEP Letter of Intent and Annual Update

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Program Specialist



What is the Letter of Intent?

- A program plan
- A description of how you intend to use your funds
- A tool to facilitate cooperation within and between states
- A way to demonstrate funds are being used effectively



Letter of Intent (LOI) 5-year Cycle

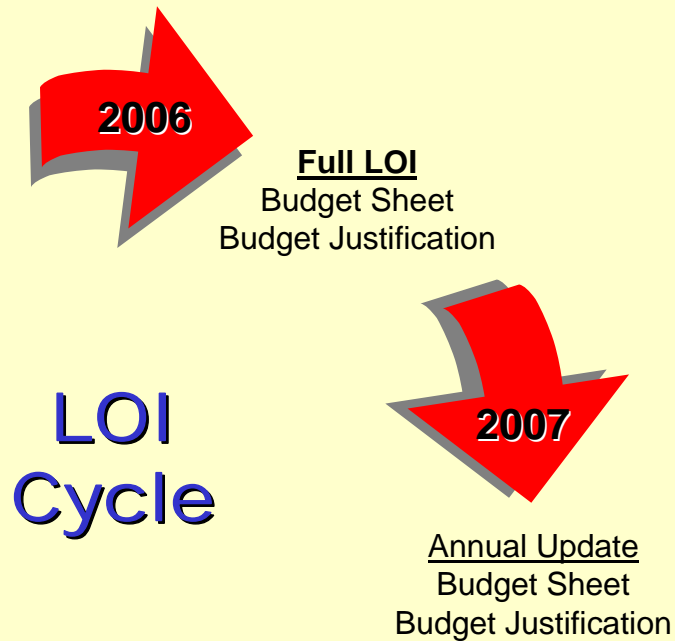


Full LOI
Budget Sheet
Budget Justification

LOI
Cycle



Letter of Intent (LOI) 5-year Cycle



Letter of Intent (LOI) 5-year Cycle



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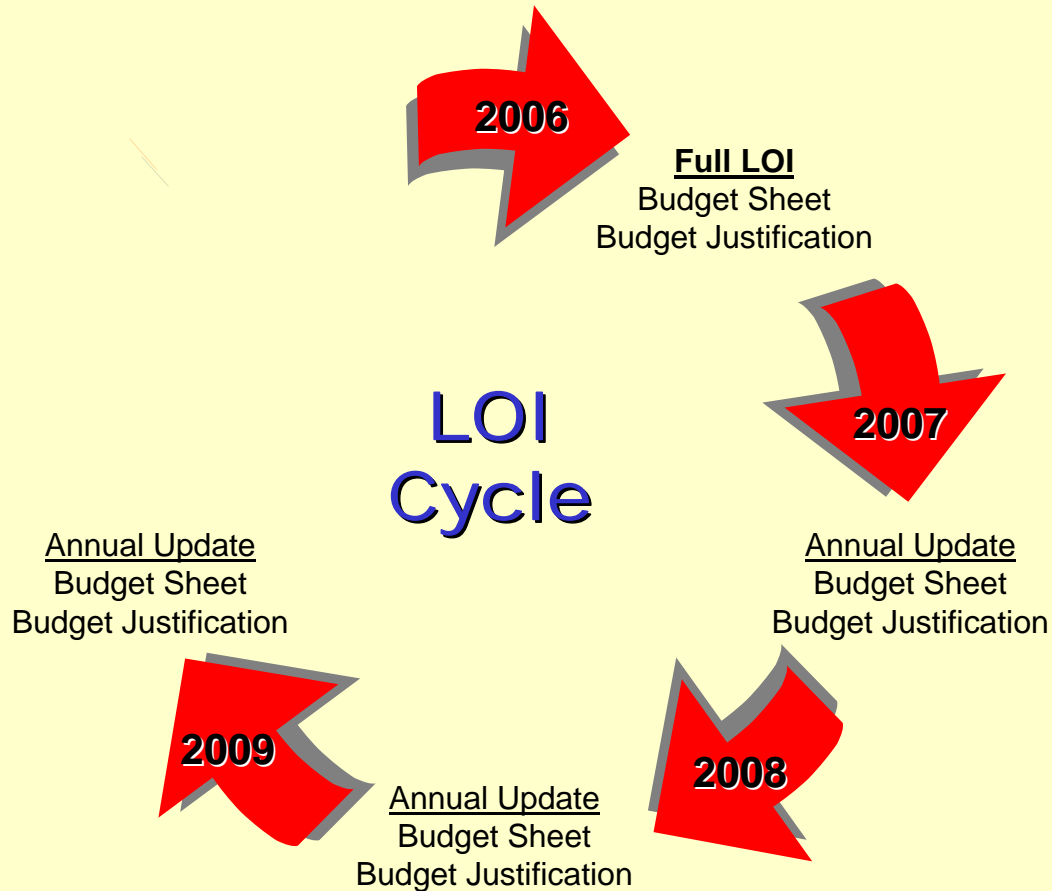
Annual Update
Budget Sheet
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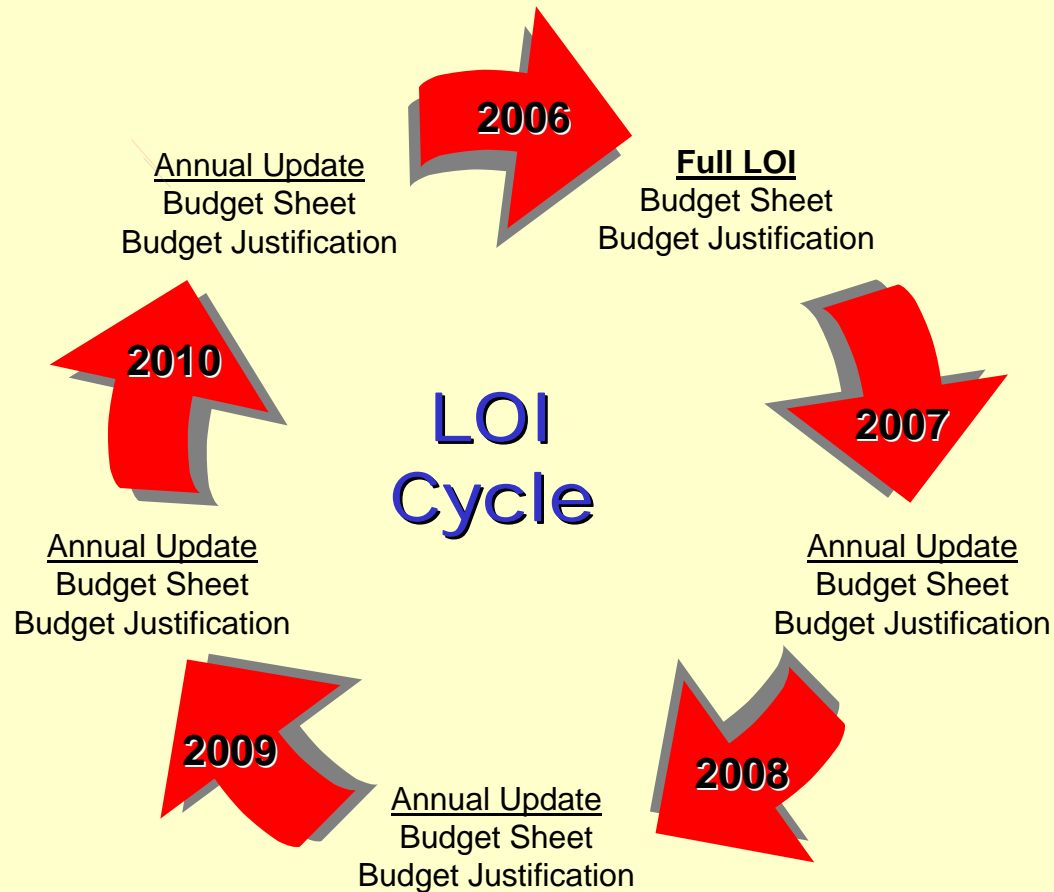
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Letter of Intent (LOI) 5-year Cycle



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CSREES EFNEP Website

www.csrees.usda.gov/efnep



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Nutrition

Expanded Food and Nutrition Education Program (EFNEP)

The Expanded Food and Nutrition Education Program (EFNEP) is designed to assist limited resource audiences in acquiring the knowledge, skills, attitudes, and changed-behavior necessary for nutritionally sound diets, and to contribute to their personal development and the improvement of the total family diet and nutritional well-being.

- [About EFNEP](#)
- [Impacts](#)
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- [Conferences and Events](#)
- [Formula Grant Opportunity \(FGO\) - Letter of Intent/Annual Update and Budget Requirements](#)
- [NEERS5 \(formerly ERS4\)](#)
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CSREES EFNEP Website

www.csrees.usda.gov/efnep

The screenshot shows the website's header with the USDA logo and the text "United States Department of Agriculture Cooperative State Research, Education, and Extension Service". Below the header is a navigation bar with links for Home, About Us, Funding Opportunities, Forms, Business with CSREES, Newsroom, Help, and Contact Us. A search bar is located on the left side, and a sidebar lists various subject areas. The main content area features a green banner for "Nutrition" and a section for the "Expanded Food and Nutrition Education Program (EFNEP)".

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Frequently Asked Questions – Letter of Intent/Annual Update and Budget Requirements

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Nutrition

Letter of Intent/Annual Update and Budget Requirements

CSREES compiled the following frequently asked questions to help institutions understand the EFNEP Letter of Intent/ Annual Update Process and Budget Requirements.

General Questions

- [What are the deadlines for submission of EFNEP reporting requirements?](#)
- [Where can I find information related to EFNEP funds such as the formula distribution and authorizing legislation?](#)
- [Who do I contact if I am having trouble accessing EFNEP funds?](#)

Letter of Intent/Annual Update

- [Does every institution need to submit a Letter of Intent or an Annual Update?](#)
- [How do I know when to submit a Letter of Intent versus an Annual Update?](#)
- [What information should be included in my Letter of Intent or my Annual Update?](#)
- [To whom should I send Letters of Intent or Annual Updates?](#)

Budget Sheet and Budget Justification

- [Where can I find information related to allowable and unallowable expenses for EFNEP funds?](#)
- [Where can I find the most up-to-date copy of the Budget Sheet?](#)
- [I am not sure how to fill out the Budget Sheet, are there any instructions?](#)
- [To whom should I send signed Budget Sheets and Budget Justifications?](#)



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Business with CSREES

Expanded Food and Nutrition Education Program Reporting Forms

Forms	Due Date	Fiscal Year	Submit via* System/Offices
SF-272, Federal Transactions Report-4rd quarter	11/15/2008	2008	DHHS
SF-272, Federal Transactions Report-1st quarter	02/15/2008	2008	DHHS
SF-269, Financial Status Report	04/01/2008	2007	OS
FY 2008 Budget Sheet (revised)	TBD	2008	NPL
FY 2008 Budget Justification (Guidelines)	TBD	2008	NPL
Annual Update (Guidelines)	01/15/2008	2008	NPL
Letter of Intent (Guidelines)		2011	NPL
SF-272, Federal Transactions Report-2nd quarter	05/15/2008	2008	DHHS
Certification Regarding Lobbying (for 1890s only)	08/15/2007	2008	OS
SF-272, Federal Transactions Report-3rd quarter	08/15/2008	2008	DHHS

***System/Office Contact Information for Formula Grant Reporting**

Last Updated: 02/20/2008



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SF-272, Federal Transactions Report-3rd quarter	08/15/2008	2008	DHHS

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Last Updated: 02/20/2008



Letter of Intent

Should include information on:

1. Geographic Area to be served
2. Target Audience
3. Curricula
4. Staff Recruitment and Training
5. Intended Community Partnerships
6. Communication Strategies for Partner Institutions
7. Collaborations Efforts Across States
8. Outcomes and Impacts

Next LOI Due
 2011



Geographic Area Served

- Answer **Where** and **Why**?
 - Include a list of counties served
 - Provide a brief explanation of why these counties were selected (e.g., percent at or below poverty level)



Target Audience

- Answer **Who** and **How**?
 - Provide explanation of who you are targeting
 - Include evidence that you are targeting the appropriate people:
 - Low income families with children
 - Low income youth
 - Describe methods for targeting your audience



Curricula

- Answer **What?**
 - List names of curricula used
 - Provide some basic details about each curriculum
 - Include evidence your program teaches:
 - Diet Quality,
 - Food Resource Management,
 - Food Safety, and
 - Physical Activity



Recruitment and Training for Staff

- Answer **How?**
 - Describe methods for recruiting staff
 - Explain techniques for training new and existing staff



Intended Community Partnerships

- Answer **Who, Why** and **How**?
 - List agencies, organizations, churches, schools, etc. you intend to partner with
 - Describe why you chose to partner
 - Explain how you are working with them to meet the needs of your target audience



Communication Strategies for Partner Institutions

- Answer **How**?
 - For states with 1890 & 1862 institutions:
 - Describe strategies for effective communication between institutions
 - Explain intended/possible partnership opportunities



Collaborative Efforts Across States

- Answer **How?**
 - List ways you communicate with other states. (e.g., conference calls, regional and national meetings, etc.)
 - Describe how you work with other states to accomplish goals (e.g., curriculum development, committee work, etc.)



“Great discoveries and improvements invariably involve the cooperation of many minds...” Alexander Graham Bell, Inventor (1847-1922)



Outcomes and Impacts

Develop **SMART**
Outcome and/or Impact
statements related to:

- Diet Quality,
- Food Resource Mgmt.,
- Food Safety, and
- Physical Activity

S – Specific
M – Measurable
A – Agreed Upon
R – Realistic
T – Timely



*Definition of SMART Goals - [http://en.wikipedia.org/wiki/SMART_\(project_management\)](http://en.wikipedia.org/wiki/SMART_(project_management))
Other Web-Based SMART Resources - <http://www.topachievement.com/smart.html>,
<http://www.goal-setting-guide.com/smart-goals.html>, http://www.projectsart.co.uk/smart_goals.html*



Outcomes and Impacts

- For Quantitative Goals, use data to:
 - Set Baselines
 - Establish Targets and Report Results
 - Monitor and Evaluate your Progress
 - Inform Program Planning



Annual Update

- Update should include:
 - Noteworthy changes
 - Responses to reviewer comments (if applicable)
 - Updated data for outcome and impact indicators
- Can also include:
 - Success stories or qualitative reports on your program



Annual Update – Method #1: Only Show Changes

Geographic area to be served:

- Missoula County
- Yellowstone County
- Silver Bow County

Change: For FY07, Fort Belknap Tribes redirected the funds they had contributed to EFNEP in FY06. Therefore, EFNEP no longer serves Fort Belknap Reservation.

The three counties which are served by EFNEP each have a large population of potential EFNEP participants, county Extension faculty and office staff who support EFNEP with office space and supplies, and community partners who have worked with EFNEP successfully for many years.

Target Audience:

No change in the target audience for FY07

Summary for FY07:

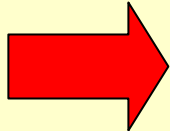


Annual Update – Method #2: Clearly Indicate Changes

Please find below the revised Letter of Intent for Alabama. Changes to our EFNEP Program are made in red.

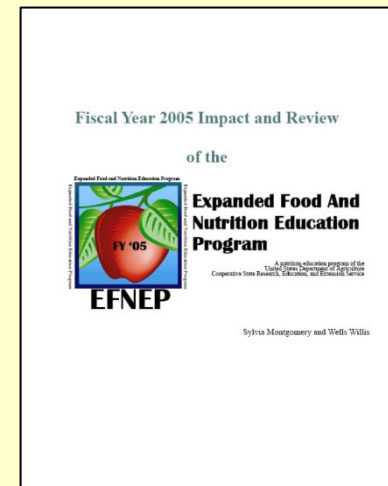
Geographic Area:

Presently, EFNEP is located in 42 counties out of 67 counties in the state of Alabama. Due to the percentage of individuals in poverty in Lamar County we have eliminated this county from our program. We did not have an Agent Assistant in this county and therefore did not have any data from this county in 2005-2006. The counties that deliver EFNEP programs are the counties with at least 20% of their children living in poverty. Some counties in Alabama have as many as 49% of their children living in poverty.



Success Stories (optional)

- Select **2-3** examples which really highlight the impact of your program.
- Choose ones which:
 - Show behavior change
 - Provide evidence of improved quality of life
 - Best represent the work of your program



Contact Information

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