

## **The Expanded Food and Nutrition Education Program Letter of Intent (LOI) Guidelines**

- PURPOSE:** A Letter of Intent (LOI) is required from each institution to facilitate cooperation within and between states and assure funds are used effectively.
- DUE DATE:** **January 15<sup>th</sup> every 5th year** (2011, 2016, etc.)
- LENGTH:** 5 page maximum
- CONTENT:** Use the following as organizational headings for your LOI:
- (1) Geographic Area - Provide a list of the current counties/parishes served. Include a brief explanation of how they were selected.
  - (2) Target Audience - Define your target audience(s), within the guidelines of reaching low-income families with young children and low-income youth. Each institution should be reaching **both** target audiences.
  - (3) Curricula - Name and briefly describe the curricula used. Clearly indicate that each of the following core program areas are addressed – diet quality, nutrition, food resource management, and food safety practices. Describe curricula with respect to audience appropriateness, behavior change emphasis, and evidence-base.
  - (4) Staff Recruitment and Training - Discuss recruitment and training for paraprofessional and professional staff, working in collaboration with other programs where feasible and appropriate.
  - (5) Community Partnerships - Identify intended community partnerships.
  - (6) Communication Strategies for Partner Institutions - Specify the strategies for communication between 1862 and 1890 institutions within a state, if applicable.
  - (7) Collaborations Across States - Specify any planned collaborations with programs in other states including, but not limited to, regional conferences, trainings, etc.
  - (8) Outcome and Impacts - Identify 4-5 specific outcomes or impacts your program plans to focus on over the next 5 years. These should support the goal of promoting healthier food choices and practices and relate to Diet Quality and Nutrition, Food Resource Management, and Food Safety Practices. For quantitative measures, include baselines and targets. Include a brief explanation of why these desired outcomes/impacts were selected.
- SIGNATURE:** The LOI must be signed by your Extension Director or Administrator.
- SUBMISSION:** Signed Letters of Intent should be sent to Stephanie Blake, EFNEP Program Specialist. The preferred method of submission is by email: [sblake@csrees.usda.gov](mailto:sblake@csrees.usda.gov). You may also send by fax: (202) 720-9366 or by mail:

If sending by FedEx:

Stephanie Blake  
USDA/CSREES  
800 9th Street, SW - Room 4320  
Washington, DC 20024

If sending through the USPS\*:

Stephanie Blake  
USDA/CSREES/F4HN  
1400 Independence Ave., SW - MS 2225  
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*\*Allow 2-3 weeks for delivery if sending USPS*