



## AREERA STATE PLAN OF WORK NEWSLETTER

This Plan of Work (POW) Newsletter closes out the FY12 POW Reporting Period and touches upon some basic reminders for the upcoming FY13 reporting period during which states will submit their 2014-2016 Plans of Work and 2012 Annual Reports of Accomplishments & Results.

### **FY12 Reporting Period Closed**

As of September 1, 2012, all 2013-2017 Plans of Work and 2011 Annual Reports of Accomplishments and Results have been officially approved by NIFA. There were only a handful of situations during this recent reporting period where National Program Leaders asked that States resubmit their Plans or Reports with minor changes; in all of those instances, the State Contacts and Directors were extremely responsive in making the changes. Thank you!

NIFA is in the process of loading the Leadership Management Dashboard (LMD) with the 2011 Annual Report (AR) Data. This data load is planned for completion by the end of October. Once loaded, all NIFA personnel and external partners can access the data. In the meantime, if you require analysis of or spreadsheets containing 2011 AR data, please contact Katelyn Sellers for a customized report ([ksellers@nifa.usda.gov](mailto:ksellers@nifa.usda.gov)).

A summary report of some of the outstanding outcomes collected during the FY12 Reporting Period has also been prepared. The report is available on the AREERA Webpage: [http://www.nifa.usda.gov/business/reporting/pla\\_nrept/pdf/2011\\_annual\\_report\\_summay\\_state\\_acomp.pdf](http://www.nifa.usda.gov/business/reporting/pla_nrept/pdf/2011_annual_report_summay_state_acomp.pdf)

### **FY13 Plans of Work and Annual Reports to be Available for Editing November 1<sup>st</sup>**

The annual roll-over of the Plan of Work Reporting system is planned for November 1, 2012. The roll-over action in the system is what pre-populates some of the data for next year's 2014 Plans of Work and 2012 Annual Reports. All State Contacts and Directors will receive an automated email when this action is completed.

In preparation for the roll-over, NIFA will post additional guidance documents on the AREERA website that explain any changes you will see in the POW system during your FY13 reporting. Links to these documents will be included in the next POW Newsletter. Also, these changes will be explained as part of the October 11<sup>th</sup> Reporting Web Conference. (Note: The changes are minor system software changes and are not policy or reporting requirement related.)

### **Survey on POW & AR Review Results**

As mentioned in previous POW newsletters and reporting web conferences, NIFA has prepared a survey on POW and AR Review Results to be sent out via email to all of our State Contacts and Directors on the POW listserv. The purpose of this survey is to gain feedback from our partners on how NIFA might improve the NPL reviews they receive of their Plans and Annual Reports. Specific instructions for accessing the survey and filling it out will be sent out the last week of October.

### **Update on Youth/4-H and Family & Consumer Sciences National Outcomes**

Our National Program Leaders in the Institute of Youth Family & Community (4-H and Family and Consumer Science areas) have been working

diligently with NIFA partners and stakeholders to develop National Outcomes & Indicators for those areas. Much effort has been put into refining these indicators over the past few months and performing pilot testing. The indicators for these areas are currently going through final approval processes. Once approved, they will be posted to the AREERA webpage. Any state wishing to adopt any of the outcomes/indicators listed will have the option to manually include them in their "State Defined Outcomes" section in their 2014 Plan of Work and/or 2012 Annual Report. Specific guidance for performing this action in the POW system will be posted with the indicators on the AREERA web page and announced in the next newsletter.

#### **FTE Reporting in the POW and Annual Report**

Many of our LGU partners are still inquiring about how to report Full Time Equivalents (FTEs) in their Plans of Work and Annual Reports. A guidance document with specific instructions on this subject is posted on the AREERA Webpage:

[http://www.nifa.usda.gov/business/reporting/pla\\_nrept/pdf/How\\_to\\_Report\\_FTEs12.pdf](http://www.nifa.usda.gov/business/reporting/pla_nrept/pdf/How_to_Report_FTEs12.pdf)

#### **Outcome Writing – Guidance for Colleagues**

NIFA is often asked for guidance from various partners and stakeholder groups on how they can improve their impact reporting and outcome writing. For those who have attended past Reporting Web Conferences, you may recall some of the topics focused on "Writing Better Outcomes." In response to the demand for general guidance from diverse audiences on how to improve their outcome writing, NIFA has prepared a presentation outlining such guidance. This presentation is intended to be generic enough that it can be shared amongst various colleagues and partners and span multiple disciplines. You will note that some screenshots are from the POW system, but they are generic in that they are not labeled as such and simply list indicators and outcome statements. You may access the presentation here:

[http://www.nifa.usda.gov/business/reporting/pla\\_nrept/pdf/2012\\_writing\\_better\\_outcomes\\_web.pdf](http://www.nifa.usda.gov/business/reporting/pla_nrept/pdf/2012_writing_better_outcomes_web.pdf)

#### **NIFA Staff is Available for Webinars & Teleconferences**

In the past few months, Bart Hewitt and Katelyn Sellers have been asked by various state partners to participate in informal discussions via teleconferences and webinars. Their participation was primarily for the purpose of answering strategic planning and evaluation questions related to the Plan of Work Reporting Process. Ad hoc feedback from the organizers of these meetings indicated that NIFA's availability to have candid discussions and answer questions was very helpful.

NIFA wants to make it clear to all of our partners and stakeholders that the POW staff, pending availability, is always willing to attend any meeting you are holding by phone or web. We will also travel within the DC metro area. If you are interested, please try to schedule with Katelyn Sellers at least one month in advance of the meeting date.

#### **Contact & Resource Information**

*Past newsletters can be found at:*

[http://www.nifa.usda.gov/business/reporting/pla\\_nrept/pow\\_newsletters.html](http://www.nifa.usda.gov/business/reporting/pla_nrept/pow_newsletters.html).

*Visit our website homepage at:*

[http://www.nifa.usda.gov/business/reporting/pla\\_nrept/plansofwork.html](http://www.nifa.usda.gov/business/reporting/pla_nrept/plansofwork.html)

**For more information on the Plan of Work, e-mail the POW Staff at [pow@nifa.usda.gov](mailto:pow@nifa.usda.gov), or call Katelyn Sellers, 202-401-5482.**