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# EFNEP Letter of Intent and Annual Update

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Program Specialist

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## 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



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# Letter of Intent (LOI) 5-yr. Cycle

2006

Full LOI  
Budget Sheet  
Budget Justification

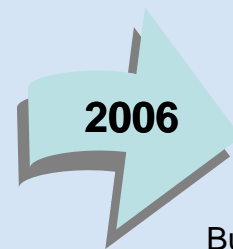
LOI  
Cycle



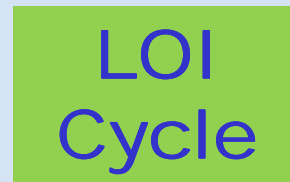
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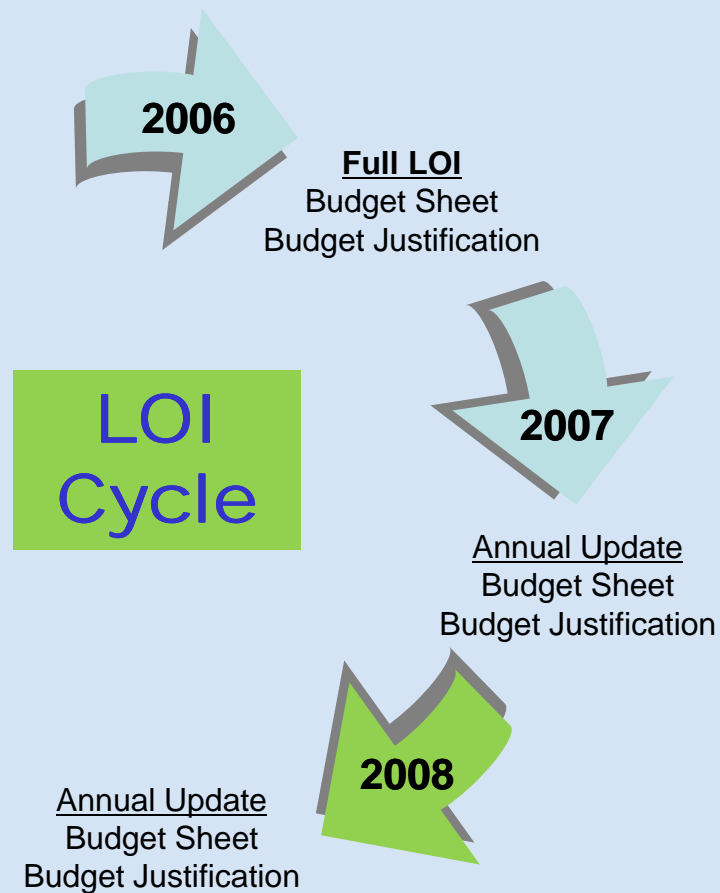
Full LOI  
Budget Sheet  
Budget Justification



Annual Update  
Budget Sheet  
Budget Justification

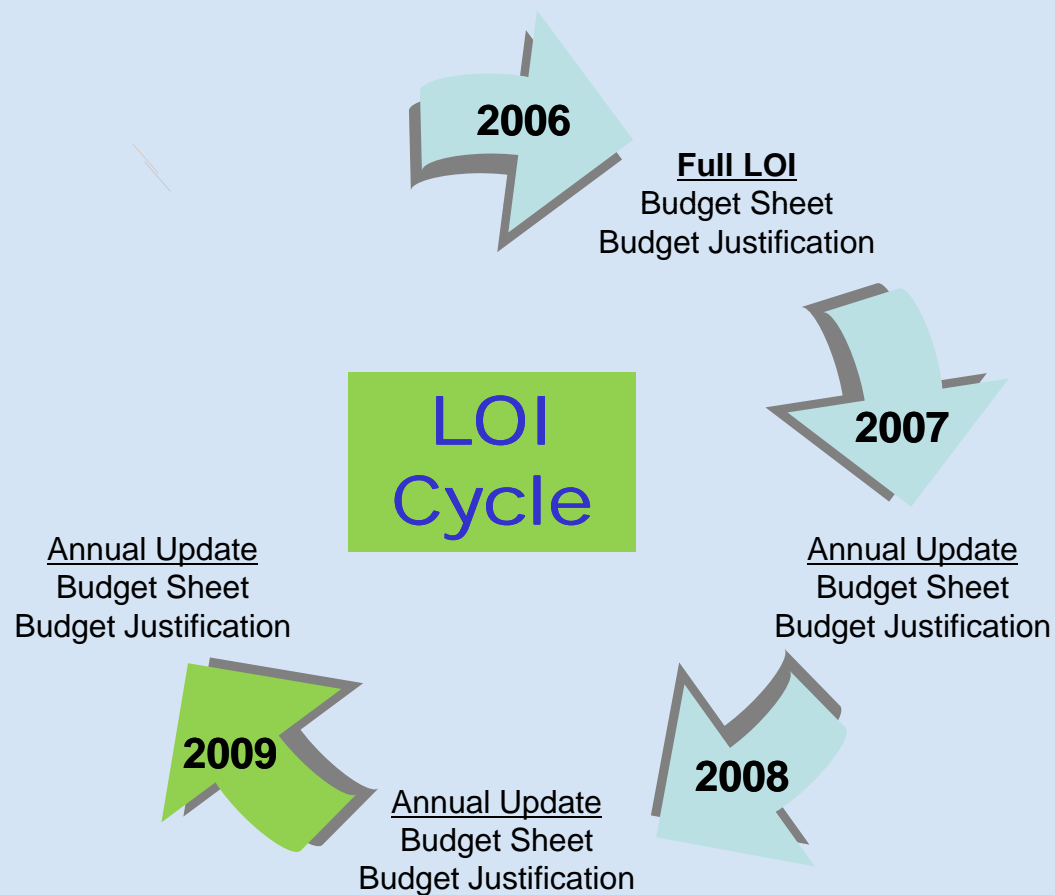


# Letter of Intent (LOI) 5-yr. Cycle



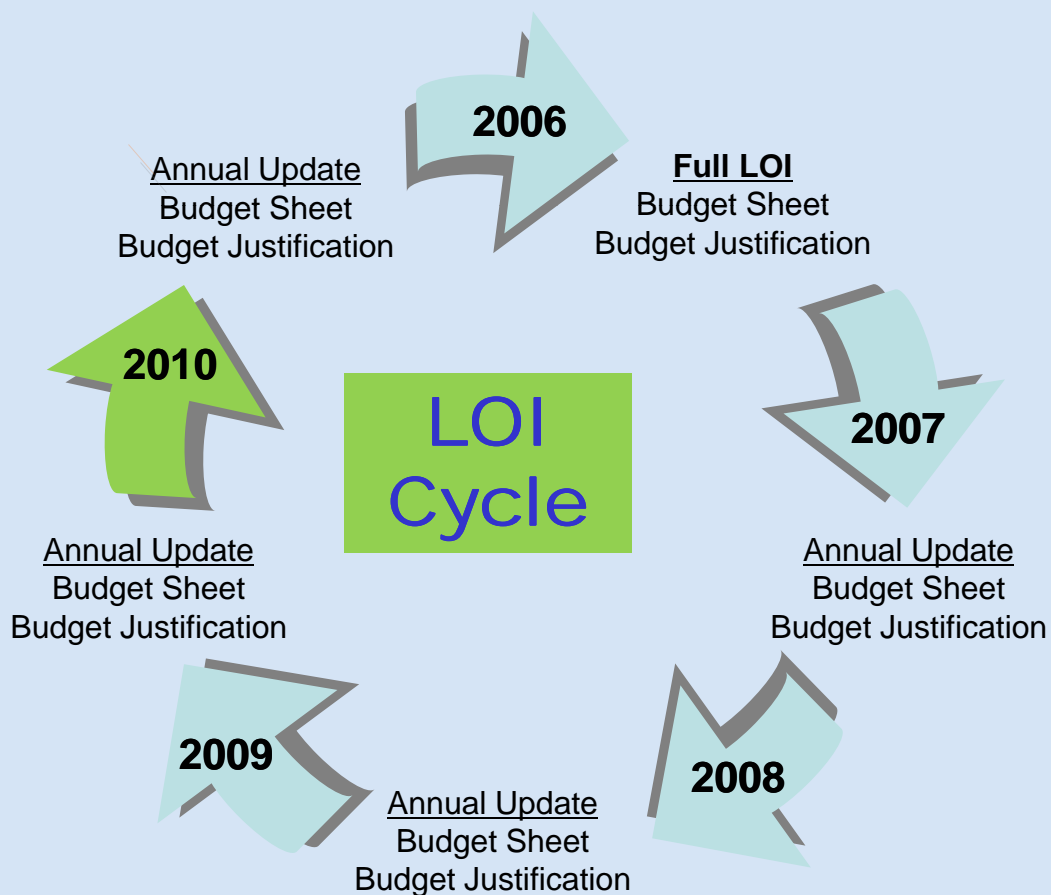


# Letter of Intent (LOI) 5-yr. Cycle





# Letter of Intent (LOI) 5-yr. Cycle





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# Letter of Intent (LOI) 5-yr. Cycle



Full LOI  
Budget Sheet  
Budget Justification

LOI  
Cycle



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# NIFA EFNEP Website

[www.nifa.usda.gov/efnep](http://www.nifa.usda.gov/efnep)

## 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](#)
- [Resources](#)
- [Conferences and Events](#)
- [Formula Grant Opportunity \(FGO\) - Letter of Intent/Annual Update and Budget Requirements](#)
- [NEERS5 \(formerly ERS4\)](#)
- [NIFA Partners Video Magazine: The EFNEP Program \(Real Player file\)](#)
- [Related Programs](#)
- [Contacts](#)



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# Link to EFNEP Formula Grant Opportunity (FGO) Webpage

## Nutrition

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# EFNEP Formula Grant Opportunity (FGO) Webpage

## Nutrition

### EFNEP Formula Grant Opportunity (FGO) - Letter of Intent/Annual Update and Budget Requirements

- Formula Grant Opportunity (FGO)
  - FY 2009 EFNEP Formula Grant Opportunity
    - [Application Instructions](#)
    - [Grants.gov Application Package](#)
    - [Impact of 2008 Farm Bill Amendments on FY 2009 EFNEP Allocations](#)
    - [EFNEP FY 2009 Institution Allocations - Authorization Letter and 1088](#)
  - [FGO Overview Presentation from 2008 National EFNEP Conference](#)
  - [Budget Sheet \(excel\)](#)
  - [Budget Sheet Instructions](#)
  - [Budget Justification Instructions](#)
  - [Letter of Intent/Annual Update Overview](#)
  - [Letter of Intent Instructions](#)
  - [Annual Update Instructions](#)
- [Frequently Asked Questions - Letter of Intent/Annual Update and Budget Requirement](#)
- [EFNEP Institution Allocations by Fiscal Year - Authorization Letters and Formula Distributions](#)
- [Allowable and Unallowable Expenses - Administrative Manual for the Smith Lever Act](#)
- [EFNEP Planning and Reporting Webpage](#)



# Link to Letter of Intent Instructions

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# Link to Annual Update Instructions

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## Letter of Intent

**Next LOI Due**  
 **2011**

- Should include information on:
  - Geographic Area to be served
  - Target Audience
  - Curricula
  - Staff Recruitment and Training
  - Intended Community Partnerships
  - Communication Strategies for Partner Institutions
  - Collaborations Efforts Across States
  - Outcomes and Impacts



## 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 Staff Training

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





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# 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





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# 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](http://www.projectsart.co.uk/smart_goals.html)*



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# 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

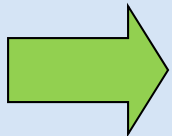
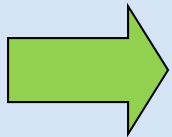
Change: For FY07, Fort Belknap Tribes redirected the funds they had contributed to EFNEP in FY06. Therefore, EFNEP no longer serves Fort Belknap Reservation.

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:



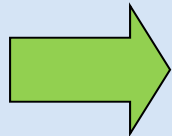


# Annual Update – Method #2: Clearly Show Changes

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



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## Contact Information

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