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The Expanded Food and Nutrition Education Program (EFNEP)

Training: 5-Year Plan

(formerly known as the Letter of Intent)

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What is a 5-Year Plan?

(formerly known as the Letter of Intent)



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A 5-Year Plan is:

- A program plan
- A description of how you intend to use your EFNEP funds
- A tool to strategically think about, plan, and implement programmatic changes



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What is the purpose of the 5-Year Plan?



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The purpose of the 5-Year Plan is to:

- Help you:
 - Define the situation in your state/territory, the audience you serve, and the methods you use to effectively reach participants
 - Create and track long-term program goals
 - Implement and enhance partnerships



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The purpose of the 5-Year Plan is to:

- Help us:
 - Understand your program
 - Identify areas in which your program is doing well and areas in which your program may need additional support
 - Provide you with useful feedback and recommendations



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What needs to be included in a 5-Year Plan?



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A 5-Year Plan needs to include the:

- Situation
- Geographic Area
- Target Audience
- Program Priorities
- Curricula
- Inter-Organizational Relationships
- Delivery Sites/Locations
- Qualitative Program Impacts



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What is different?



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Primary differences include:

- Character limits have been established
- Reporting methodologies have been refined
- Data tables have been developed
- Required elements have been added, renamed/revised and eliminated



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Changes to reporting elements:

- **Added:**
 - Situation
 - Inter-Organizational Relationships
- **Renamed/Revised:**
 - Program Priorities – *formerly “Outcomes and Impacts”*
 - Delivery Sites/Locations - *formerly “Community Partnerships”*
 - Qualitative Program Impacts – *formerly “Success Stories”*
- **Eliminated:**
 - Staff Recruitment and Training
 - Communication Strategies for Partner Institutions
 - Collaborations Across States



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Why have these changes been made?



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These changes have been made to:

- Clarify/simplify the reporting process
- Focus on the most important elements of the program plan
- Promote strategic planning
- Capture data more uniformly
- Align with future reporting through the web-based system (web NEERS)



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How should the elements of the 5-Year Plan be reported?



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Situation

Description: Provide a general description of the situation in your state/territory that creates a need for the program. Include any *external factors* or *assumptions* that may impact programming. The situation should be written so a person unfamiliar with the program can understand. It may include a public value statement.

(2000 characters or less)



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Geographic Area

List of Counties/Parishes: Provide a list of counties/parishes your program will be operating in for the current fiscal year.

Description: For the counties/parishes listed, briefly describe why they were selected. If you intend to expand, eliminate, or relocate programming over the next five years, briefly explain where, how and why. (2000 characters or less)



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Target Audience

Description: Define your target audience within programmatic guidelines and briefly describe how you are targeting them. If you intend to change your target audience or your approach to reaching them over the next five years, briefly describe how and why. (2000 characters or less)



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Program Priorities

- Develop **3-5 SMART** Program Priorities to focus on for the next five years
- Relate **2-3** to Core Areas
- Others may focus on Secondary Areas

SPECIFIC

MEASUREABLE

ACTION-ORIENTED

REALISTIC

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



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What are the Core Areas?



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Core Areas are:

- Diet Quality/Physical Activity
- Food Resource Management
- Food Safety
- Food Security



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What are the Secondary Areas?



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Secondary Areas are:

- Family/Interpersonal Relationships
- Institution, Organization, Community
- Social Structure, Policy, Practice
- Management/Leadership



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Program Priorities

Title: Create a title for the program priority. (200 characters or less)

Focus: Indicate which core/secondary area(s) this priority relates to. More than one may apply:

CORE AREAS:

- Diet Quality/Physical Activity
- Food Resource Management
- Food Safety
- Food Security

SECONDARY AREAS:

- Family/Interpersonal Relationships
- Institution, Organization, Community
- Social Structure, Policy, Practice
- Management/Leadership
- Other (describe)



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Program Priorities (contd.)

Description: Provide a brief description of the priority and why it was selected. Include details about how you intend to measure your progress over the next five years and what strategies you intend to use to meet your goals. Priorities may relate to: outputs, short-term outcomes, medium-term outcomes, or long-term outcomes.

(1000 characters or less)



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Program Priorities (contd.)

Baseline/Targets: For each program priority create and enter baseline and target values into the table. The baseline year is FY2011. Targets should be set for each subsequent year. Actual values will be entered on Annual Update years.

	Baseline 2010	Year 1 2011	Year 2 2012	Year 3 2013	Year 4 2014	Year 5 2015
Target	n/a					
Actual						



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Program Priorities (contd.)

Justification (only use for Annual Update years): During Annual Update years, if applicable, provide a brief justification for any targets not met. If targets need to be adjusted or a priority needs to be changed, briefly explain why and how you are changing it.
(1000 characters or less)



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Curricula

Description: Name and briefly describe the key university approved curricula. Describe curricula with respect to audience appropriateness, behavior change emphasis, and evidence-base. Make sure it is clear that each core area is addressed (see “Program Priorities” section for the list of core areas). If you intend to change curricula over the next five years, briefly describe how and why.
(2000 characters or less)



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Inter-Organizational Relationships

Relationship: For each partner you work with, indicate the **primary** type of relationship you have with them (select one per row)

Agencies, Organizations, and Other Partners	Primary Type of Relationship				
	Network (getting together)	Cooperator (building trust & ownership)	Coordinator/ Partnership (developing strategic plans)	Coalition (taking action)	Collaborator (establishing long term commitment)
1862/1890 Partner Institutions					
State Department of Education					
State Department of Health					
State SNAP Office					
State Child Nutrition Programs					
State Head Start Association					
State Nutrition Network					
TEAM Nutrition					
WIC					
State Dietetic Association					
Other (describe)					



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Inter-Organizational Relationships

Description: If you intend to change, develop/enhance or expand inter-organizational relationships over the next five years briefly summarize with whom, how and why. (1000 characters or less)



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Delivery Sites/Locations (example)

Number: For applicable delivery sites/locations below, indicate the number of sites reached and the number of community partnerships. If possible, enter actual values into the table. If not, enter estimates.

Types of Delivery Sites/Locations	# of Different Program Delivery Sites/Locations	# of Community Partnerships
Adult Education & Training Sites (adult education facilities, job training programs, college campuses, literacy centers/programs, refugee service centers)		
Adult Rehabilitation Centers		
Churches		
Community Centers		
Emergency Food Assistance Sites (food banks, Salvation Army, food cooperatives)		
Extension Offices		



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Delivery Sites/Locations

Description: If you intend to expand, eliminate or relocate program delivery sites/locations or to change, develop/enhance or expand community partnerships over the next five years briefly summarize with whom, how, and why. If the values in the table are estimates, make note of it here. (1000 characters or less)



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Delivery Sites/Locations (full list)

- Adult Education and Job Training Sites
- Adult Rehabilitation Centers
- Churches
- Community Centers
- Emergency Food Assistance Sites
- Extension Offices
- Farmers Markets
- Food Stores
- Head Start Program Sites
- Libraries
- Other Youth Education Sites
- Public/Community Health Care Centers
- Public Housing
- Schools
- Shelters
- SNAP Offices
- WIC Program Sites
- Worksites
- Other (describe)



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Qualitative Program Impacts (optional)

- Report **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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Qualitative Program Impacts (optional)

Title: Create a title for the program impact. (200 characters or less)

Focus: Indicate which core/secondary area(s) this priority relates to. More than one may apply:

CORE AREAS:

- Diet Quality/Physical Activity
- Food Resource Management
- Food Safety
- Food Security

SECONDARY AREAS:

- Family/Interpersonal Relationships
- Institution, Organization, Community
- Social Structure, Policy, Practice
- Management/Leadership
- Other (describe)



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Qualitative Program Impacts (optional)

People: Indicate which people are involved with the program impact story. More than one may apply:

- | | |
|---|--|
| <input type="checkbox"/> Paraprofessionals | <input type="checkbox"/> Adult Participant |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Pregnant Teen |
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> Youth Participant |
| <input type="checkbox"/> Coordinator | <input type="checkbox"/> Other (describe) |
| <input type="checkbox"/> Partner/Collaborator | |

Key Words: Include a list of key words associated with the impact.



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Qualitative Program Impacts (optional)

Background: Provide a brief narrative description of the circumstances/situation prior to the person/people being involved in the program and the actions/activities/milestones that took place during the program that led to the outcomes/impacts. Be clear who is telling the story and include quotation marks where appropriate.*

(2000 characters or less)

**Do not use names/personally identifiable information*



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Qualitative Program Impacts (optional)

Outcomes/Impacts: Provide a brief narrative description of the direct benefits or indirect/unintended consequences which occurred as a result of participation in the program. Demonstrate the need for the program and describe how participation affected the person/people involved. It may reference benefits at the individual, community, or social level. (2000 characters or less)



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How do the other reporting requirements fit into this?

(Annual Update, Budget Sheet and Budget Justification)



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Other reporting requirements fit as follows:

- The 5-Year Plan is required every 5 years (2011, 2016, etc.)
- An Annual Update is due interim years
- A Budget Sheet and Budget Justification is due every year and should be included as part of your planning process



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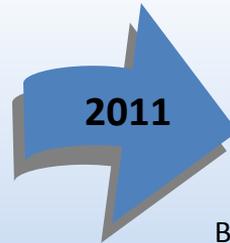
5-Year Plan
Budget Sheet
Budget Justification

Reporting Cycle



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5-Year Plan
Budget Sheet
Budget Justification

Reporting Cycle

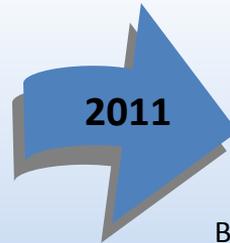


Annual Update
Budget Sheet
Budget Justification



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5-Year Plan
Budget Sheet
Budget Justification



Annual Update
Budget Sheet
Budget Justification



Annual Update
Budget Sheet
Budget Justification

Reporting Cycle



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5-Year Plan
Budget Sheet
Budget Justification

Reporting Cycle



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How is the Annual Update different from the 5-Year Plan?



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The Annual Update is:

- An abbreviated version of the 5-Year Plan
 - Where applicable, the previous years information should be updated/revised
 - Actual values for program priorities should be reported and justification should be provided if targets were not met
 - New qualitative program impacts should be submitted (optional)



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How is the 5-Year Plan submitted?



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The 5-Year Plan is submitted:

- As part of the “Initial” Formula Grant Opportunity (FGO)
 - As a PDF attachment
 - With the signature of your Extension Director or Administrator (required)
 - Through [Grants.gov](https://www.Grants.gov)



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What happens after I submit my 5-Year Plan?



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After the 5-Year Plan is submitted:

- NIFA's Office of Extramural Programs (OEP) compiles the submissions and gives them to the Program Specialist (PS)
- The PS reviews the documents and notifies institutions if anything is missing
- The Leadership team at NIFA reviews the plans and generates feedback



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After the 5-Year Plan is submitted:

- PS sends the Institutions feedback:
 - Plans may be accepted as submitted or
 - They may require revision
- PS gives OEP a list of institutions whose plans have been approved
- OEP releases EFNEP funds to institutions after confirming that all other reporting requirements have been fulfilled



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**Is there a place online where I can
find all of this information?**



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NIFA EFNEP Website

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 \(FGO\)](#) – Instructions and resources related to the EFNEP FGO, 5-Year Program Plan/Annual Update, Budget Sheet and Budget Justification
- [NEERS5 \(formerly ERS4\)](#)
- [Impacting Lives, Investing in Futures \(Video\)](#)
- [Related Programs](#)
- [Contacts](#)

[Back to Nutrition Home Page](#)

www.nifa.usda.gov/efnep



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NIFA EFNEP Website

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Formula Grant Opportunity (FGO) Webpage

A screenshot of a webpage titled "Nutrition" with a green header. The main content is titled "EFNEP Formula Grant Opportunity (FGO)" and "Formula Grant Opportunity (FGO)". It lists various resources for applicants, including application instructions, packages, and reporting requirements. A red arrow points to the "5 Year-Plan/Annual Update" section, which is highlighted in yellow. This section includes links for instructions, templates, training presentations, budget sheets, justifications, and frequently asked questions.

Nutrition

EFNEP Formula Grant Opportunity (FGO)

Formula Grant Opportunity (FGO)

- EFNEP 2011 Initial FGO
 - Application Instructions
 - Application Package
 - [FGO Overview and General Reporting Information](#)
- EFNEP Funding Authorization Letter and 1088

EFNEP Specific Reporting Requirements

→ **5 Year-Plan/Annual Update**

- [Instructions](#)
- [Template](#)
- Training Presentation | Handouts of Slides
- Budget Sheet
 - [Instructions](#)
 - [Budget Spreadsheet \(excel\)](#)
 - [Allowable and Unallowable Expenses](#) - Administrative Manual for the Smith Lever Act
- Budget Justification
 - [Instructions](#)
- [Frequently Asked Questions](#)

www.nifa.usda.gov/nea/food/efnep/formula_grant.html



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