

Expanded Food and Nutrition Education Program (EFNEP)

[Modification: Page 14, Application Instructions \(8/8/2017\)](#)

FY 2018 Request for Applications

APPLICATION DEADLINE: September 8, 2017



United States
Department of
Agriculture

National Institute
of Food and
Agriculture

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; U.S. DEPARTMENT OF AGRICULTURE

Expanded Food and Nutrition Education Program (EFNEP)

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program will be listed in the Catalog of Federal Domestic Assistance (CFDA) under 10.500. NIFA is in the process of submitting requests to break out individual programs contained in CFDA 10.500 (CES) into separate new CFDA numbers. These awards will be made under CFDA 10.500 unless otherwise noted in the Notice of Award for fiscal year (FY) 2018 new awards. (For reference, new numbers will be: 10.511– Smith Lever; 10.512 – 1890 Extension; 10.514 – EFNEP; 10.515 – RREA).

DATES: Applications must be received by **5:00 p.m. Eastern Time** on September 8, 2017. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider all comments when we develop the next RFA for the program, if applicable, and we will use the input to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7613(c)(2)). Submit written stakeholder comments by the deadline set forth in the DATES portion of this notice to policy@nifa.usda.gov. This email address is intended only for receiving comments regarding this RFA and not for requesting information or forms. In your comments, state that you are responding to the Expanded Food and Nutrition Education Program (EFNEP) RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the EFNEP RFA for fiscal year (FY) 2018 to assist all states, U.S. territories and the District of Columbia in carrying out a program of extension activities designed to employ and train professional and paraprofessional aides to engage in direct nutrition education of low-income families and in other appropriate nutrition education programs. This RFA is being released prior to the passage of the FY 2018 appropriations bill. Enactment of continuing resolutions (CR) or an appropriations act may affect the availability or level of funding for this program. Subject to any 2018 CR, NIFA will distribute funds to the institutions quarterly and according to the amounts allocated in FY 2017. We will make adjustments to the allocations for FY 2018 once the FY 2018 appropriations are finalized. The amount available for support of this program in FY 2017 was \$67,417,320. Institutions will receive grant funds quarterly. Appendix A of this RFA includes specific distributions. NIFA will issue FY 2018 quarterly payments subject to the availability of funds and the applicant having met the previous year's reporting requirements. Part III, B, identifies if matching is a requirement and, if so, you should pay particular attention to the matching instructions included in Part IV, B, 4.

This notice identifies the objectives for **EFNEP** project/program, the eligibility criteria for projects/program and applicants, and the application forms and associated instructions you need to apply for an **EFNEP** grant.

What's new for 2018?

- NIFA's Office of Grants and Financial Management, Office of Information Technology, and Data Governance Working Group are working on a pilot initiative to better identify and track institutions and associated departments that receive capacity awards. As part of this pilot, NIFA is providing guidance in the form of additional columns in the capacity RFA appendices to specify information we require each applicant to enter into the Legal Name, Organizational DUNS, and Department Name fields of the SF-424. The information provided is based on applications received in FY 2017 and is intended to streamline award processing through our ezFedGrants system. If changes have occurred to this information, please contact NIFA as soon as possible to discuss options to minimize potential issues and delays.
- **Felony Convictions or Tax Delinquent Status** - See Part V, Section 4.12. of the NIFA Grants.gov Application Guide for instructions regarding mandatory Felony Convictions or Tax Delinquent Status. For Capacity programs, this mandatory information must be included in the Attachment Form.
- **All Standard Form (SF)-425 Federal Financial Reports** for the awards (not the project financial reports that are submitted in REEport), whether annual or final, will be due Dec. 31st each year. Most programs already have this requirement, but it was decided that all programs will follow this practice. This change took effect for the FY 2017 awards. Everyone will notice a reminder around the September 30 time frame each year for any award processed in ezFedGrants. SF-425 reports for FY 2018 capacity awards will be completed in the ezFedGrants portal instead of being emailed to the NIFA Awards Management Division. Detailed instructions on the submission of SF-425s in the ezFedGrants portal can be found under the training on the ezFedGrants page <https://www.nfc.usda.gov/ezFedGrants>.
- **ezFedGrants** - NIFA will publish RFAs and applicants will apply the same as previous years. NIFA will post to [Grants.gov](https://www.nfc.usda.gov/grants), send the information to applicants, and they will apply.
 - What is different is how NIFA will pull the application and process the awards. NIFA will pull all applications directly into the new ezFedGrants system.
- **Matching Funds**-If matching funds are required as specified under Part III, B. Cost-Sharing or Matching, the matching is an eligibility criteria and you must include the non-federal source documentation with the application. We will consider this documentation when ascertaining final matching requirements or in determining if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.
 - The matching documentation must include the non-federal sources (specify whether the source is 3rd party, cash, in-kind, state or non-state, county or non-tax and the amount for each source) and amount of all matching support including

matching from outside the applicant institution and place that information in PDF format (see Part III, Section 3. of the guide for attachment requirements) and include as a separate attachment to the Attachment Form.

- Establish the value of applicant contributions in accordance with applicable cost principles. Refer to 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”, for further guidance and other requirements relating to matching and allowable costs.
- **FY 16 Appropriations Act Funding under Grants and Cooperative Agreements with Entities Requiring Certain Internal Confidentiality Agreements**—Public Law 114-113 prevents the Federal Government from making grants or cooperative agreements to entities requiring employees or contractors to sign nondisclosure agreements or statements prohibiting them from reporting waste, fraud or abuse to an investigative or law enforcement representative of the Federal Government. Information related to the questions on this and other assurances on the SF 424 R&R Cover Sheet form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide. See Section 2.18 of the NIFA Application Guide which provides that the applicant’s electronic signature on the SF-424 affirms its agreement with Federal representations and assurances (e.g., Prohibition against FY 16 Appropriations Act Funding under Grants and Cooperative Agreements with Entities Requiring Certain Internal Confidentiality Agreements...)

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Section 3(d) of the Smith-Lever Act provides that the Secretary of Agriculture may fund extension work in the several states, territories, and possessions. Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (as amended) (7 U.S.C. 3175) is also known as the Expanded Food and Nutrition Education Program (EFNEP). This law provides the basis for federal funding for extension activities associated with disseminating the results of food and nutrition research performed or funded by the U.S. Department of Agriculture to enable low-income individuals and families to engage in nutritionally sound food purchase and preparation practices. Funding extends to EFNEP at State land-grant colleges and universities established under the Morrill Act of July 2, 1862, as amended, and the Morrill Act of August 30, 1890, as amended, including Tuskegee University and West Virginia State University.

Further, in accordance with Section 7129 of the Agricultural Act of 2014 (House Conference Report 113-333, to accompany H.R. 2642), Central State University has the designation as an 1890 Institution and is eligible to receive funds under this program beginning in Fiscal Year 2016.

Section 7116 of the Food, Conservation, and Energy Act of 2008 (FCEA) amended Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3175) to accomplish the following:

Notwithstanding section 3(d) of the Smith-Lever Act of May 8, 1914 (7 U.S.C. 343(d)) for administration, technical, and other services for coordinating the extension work of the Department and the several states, territories, and possessions the remainder shall be allocated among the states as follows:

1. 1862 Institutions shall receive a base in an amount equaling their FY 1981 allocation.
2. Four percent (4%) shall be available for administrative expenses.
3. \$100,000 will be distributed to each 1862 and 1890 Land-Grant Institution including the University of the District of Columbia.
4. Revised in (FY) 2014 – 15 percent of funds appropriated for EFNEP in excess of funds appropriated in FY 2007 were allocated to the 1890 Institutions in an amount that bearing the same ratio to the population living at or below 125 percent of the poverty level (as prescribed by the Office of Management and Budget and as adjusted pursuant to section 673(2) of the Community Services Block Grant Act (42 U.S.C.9902(2)) in the State where the 1890 Institution is located; bears to the total population living at or below 125 percent of the poverty level in all States where 1890 Institutions are located; as determined by the most recent decennial census at the time when the appropriated amount first exceeds levels appropriated for EFNEP in FY 2007.

5. The remainder will be allocated to each State in an amount that bears the same ratio to the total amount allocated as the population living at or below 125 percent of the poverty level in the State; bears to the total population living at or below 125 percent of poverty level in all states; as determined by the most recent decennial census at the time at which each such additional amount is first appropriated.

B. Purpose

The purpose of this funding is to increase the impact of nutrition education disseminated to low-income families and youth in the 50 states, the U.S. territories, and the District of Columbia.

The Expanded Food and Nutrition Education Program (EFNEP) should constitute the employment and training of professional and paraprofessional (peer educator) staff to engage in direct nutrition education and other appropriate nutrition education efforts with low-income families and youth. To the maximum extent practicable, peer educators shall be hired from the “indigenous target population¹.”

EFNEP serves two primary low-income audiences: 1) families with young children (parents and other caregivers with primary responsibility for feeding young children); and 2) youth/children (grade range - kindergarten through 12th grade).

The priorities of EFNEP are to assist low-income families and youth in acquiring knowledge, skills, attitudes, and changed behaviors necessary for nutritionally sound diets and to contribute to their personal development and improvement of the total family diet and nutritional well-being. Participation in EFNEP should result in improved diets and nutritional well-being of the total family.

Individuals and families should experience improvements in four core areas:

- Diet Quality and Physical Activity—Improved diets and nutritional and physical well-being through the adoption of federal food and physical activity recommendations.
- Food Resource Management—Increased ability to buy, grow, or otherwise appropriately obtain, prepare, and store food that meets nutritional needs.
- Food Safety—Improved household food safety and sanitation practices.
- Food Security—Increased ability to get food directly—and from food assistance programs where necessary—to ensure having enough healthy food to eat.

Community involvement with EFNEP should result in:

- Increased referrals across programs, organizations, and community groups to address participants’ needs and to strengthen universities’ capacity with respect to EFNEP’s four core areas.

¹ The Agriculture and Food Act 1981-Nutrition Education Program, Sec. 1423. Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (& U.S.C. 3175), available - <http://nifa.usda.gov/sites/default/files/program/EFNEP%20Program%20Policies%20%28onscreen%20version%29.pdf>

- Increased coordination, cooperation, and collaboration between universities and communities to accomplish local and state identified priorities associated with EFNEP's four core areas.

PART II—AWARD INFORMATION

A. Available Funding

Subject to any FY 2018 CR, NIFA will distribute funds to the institutions quarterly and according to the amounts allocated in FY 2017. NIFA will make adjustments to the allocations for FY 2018 once the FY 2018 appropriations are finalized. The amount available for support of this program in FY 2017 was \$67,417,320.

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, will be the payment system for all NIFA grant awards. For more information, see https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm.

B. Type of Application

In FY 2018, submit applications to the **EFNEP** Program as a “new” application.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Only Auburn University; Alabama A & M University; Tuskegee University; University of Alaska; American Samoa Community College; University of Arizona; University of Arkansas; University of Arkansas – Pine Bluff; University of California; Colorado State University; University of Connecticut; University of Delaware; Delaware State University; University of the District of Columbia; University of Florida; Florida A & M University; University of Georgia; Fort Valley State University; University of Guam; University of Hawaii; University of Idaho; University of Illinois; Purdue University; Iowa State University; Kansas State University; University of Kentucky; Kentucky State University; Louisiana State University; Southern University; University of Maine; University of Maryland (College Park); University of Maryland (Eastern Shore); University of Massachusetts; Michigan State University; College of Micronesia; University of Minnesota; Mississippi State University; Alcorn State University; University of Missouri; Lincoln University; Montana State University; University of Nebraska; University of Nevada; University of New Hampshire; Rutgers University; New Mexico State University; Cornell University; North Carolina State University; North Carolina A & T University; North Dakota State University; Northern Marianas College; Ohio State University; Central State University; Oklahoma State University; Langston University; Oregon State University; Pennsylvania State University; University of Puerto Rico; University of Rhode Island; Clemson University; South Carolina State University; South Dakota State University; University of Tennessee; Tennessee State University; Texas A&M University; Prairie View A & M University; Utah State University; University of Vermont; University of the Virgin Islands; Virginia Polytechnic Institute and State University; Virginia State University; Washington State University; West Virginia University; West Virginia State University; University of Wisconsin; and University of Wyoming may submit applications.

Award recipients may subcontract to organizations not eligible to apply provided the subcontracts are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration, or, even though an application may have been reviewed, will preclude NIFA from making an award.

B. Cost Sharing or Matching

There is no cost-sharing or matching requirement for this program.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Submit only electronic applications via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For information about the pre-award phase of the grant lifecycle, see <http://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.html>.

New Users of Grants.gov

Prior to preparing an application, we recommend that the project director/principal investigator (PD/PI) first contact an authorized representative (AR, also referred to as Authorized Organizational Representative or AOR)² to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), you must complete the one-time registration process PRIOR to submitting an application. The registration process can take as long as two weeks to complete. It is, therefore, critical to begin the process as soon as possible. To register, the AR should select **“Register” in the top right corner of the Grants.gov web page (or go to <http://www.grants.gov/web/grants/register.html>).**

Steps to Obtain Application Package Materials

To receive application materials:

1. You must download and install a version of [Adobe Reader](#) compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Grants.gov has a test package that will help you determine whether your version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to <http://www.grants.gov/web/grants/applicants/download-application-package.html> and enter the funding opportunity number:

Funding Opportunity Number: USDA-NIFA-10500-EFNEPXXX-18-0001

In the appropriate box click “Download Package.” From the search results, click “Download” to access the application package. A Grant Application Package is tied to a particular funding opportunity. Applications must be submitted ONLY to the particular funding opportunity to which the Grant Application Package is associated. The application package also contains the “NIFA Grants.gov Application Guide.” This guide contains an

²The Authorized Representative (AR) must have the authority to represent and bind the organization for any agreement (i.e., the individual who is authorized to commit the awardee’s time and other resources to the project, to commit the awardee to comply with the terms and conditions of the award instrument including those set out herein, and to otherwise act for or on behalf of the awardee institution or organization).

introduction and general Grants.gov instructions, additional information about the Grants.gov registration process, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If you require assistance to access the application package (e.g., downloading or navigating Adobe forms) **or submitting the application**, refer to resources available on the Grants.gov website (<http://www.grants.gov/web/grants/applicants.html>). Grants.gov assistance is also available at:

Grants.gov customer support

(800)518-4726 toll-free or (606)545-5035

Business Hours: 24 hours a day, 7 days a week. Closed on [federal holidays](#).

Email: support@grants.gov

Grants.gov iPortal (see <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>):

Top 10 requested help topics (FAQs), searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. Eastern Time).

Have the following information available when contacting Grants.gov:

- Funding opportunity number (FON)
- Name of agency to which you are applying
- Specific area of concern

B. Content and Form of Application Submission

You should prepare electronic applications following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A of this part). The following **additional information** is needed to prepare an application for this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

Note the attachment requirements (e.g., PDF) in Part III, Section 3 of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until the established deadline in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).

For any questions related to the preparation of an application, review the NIFA Grants.gov Application Guide and the applicable RFA. If you need further assistance, contact:

- Email: electronic@nifa.usda.gov
- Phone: (202)401-5048
- Business hours: Monday - Friday, 7 a.m. - 5 p.m. ET, excluding [federal holidays](#).

Each grant application must contain the following:

- “Application for Federal Assistance,” Form SF-424 R&R Cover Sheet
- Key Contacts Form
- NIFA Supplemental Information Form
- Attachment Form (optional)

The NIFA Grants.gov Application Guide includes instructions for additional forms that are not needed for an application in response to this RFA. Complete and submit only the forms associated with the funding opportunity package and as instructed below.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is available in Part V, 2 of the NIFA Grants.gov Application Guide. The following are additional instructions. Please note new instructions are included below for **Field 5**. Information NIFA has included in Appendix A is based on FY17 applications received for this program. If your organization intends to submit an application using information other than what appears in Appendix A, please contact us at formulaquestions@nifa.usda.gov or (202) 401-6520 prior to submitting your application.

- Field 1. Type of Submission** – Check “Application”
- Field 5. Applicant Information**
 - Enter Legal Name of the Applicant as registered in the System for Awards Management which appears in the first column of Appendix A to this RFA
 - Enter Organizational DUNS as it appears in the third column of Appendix A to this RFA
 - Enter Department Name of Eligible Recipient as it appears in the second column of Appendix A to this RFA
- Field 8. Type of Application** – Enter “new”
- Field 15. Estimated Project Funding** – For item a, enter your institution’s FY 2017 allocation as listed in Appendix A to this announcement
- Field 17. Complete Certification** - See Part V, Section 2.18 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements)

2. Key Contacts Form

Information related to the questions on this form is available in Part VI, 4 of the NIFA Grants.gov Application Guide.

- Contact 1 Project Role:** Enter the contact information for the State Extension Director or Administrator.
- Contact 2 Project Role:** Enter the contact information for the State EFNEP Coordinator who has direct oversight of the program.
- Contact 3 Project Role:** Enter the contact information for the Business Office Manager/Administrator.
- Contact 4 Project Role:** Enter the contact information for the person responsible for drawdowns.

3. Supplemental Information Form

Information related to the questions on this form is available in Part VI, 1 of the NIFA Grants.gov Application Guide. The following are additional instructions.

- a. **Field 2. Program to which you are applying.** Enter the program code name (i.e., enter “Expanded Food and Nutrition Education Program – EFNEP”) and the program code (i.e., enter “EFNEP”).
- b. **Field 8. Conflict of Interest List.** Do not attach a conflict of interest list.

4. Attachment Form

Information related to the questions on this form is available in Part VI, 5 of the NIFA Grants.gov Application Guide. The following are additional instructions.

- a. **Felony Convictions or Tax Delinquent Status -** See Part V, Section 4.12. of the NIFA Grants.gov Application Guide for instructions regarding mandatory Felony Convictions or Tax Delinquent Status. For Capacity programs, this mandatory information must be included in the Attachment Form.

C. Submission Dates and Times

Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.

Applications must be received by Grants.gov by **5 p.m. Eastern Time** on September 8, 2017. Applications received after this deadline will normally not be considered for funding.

In case of trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV, A for Grants.gov contact information.

Once NIFA accepts your application, you may check the status of your application in the ezFedGrants portal or by looking in Grants.gov. Please refer to the training tab on the ezFedGrants page to learn how to access ezFedGrants: <https://www.nfc.usda.gov/ezFedGrants>. If you are not able to validate that NIFA received your application by September 30, 2017, contact the Agency Administrative Contact identified in Part VII of this RFA. Failure to do so may result in the application not being processed and funding being held. You should cite your Grants.gov tracking number on all inquiries until an award number is assigned.

D. Funding Restrictions

(1) Approved NIFA EFNEP Projects

EFNEP federal funding must be used on NIFA approved EFNEP projects.

(2) Indirect Costs and Tuition Remission

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3319), indirect costs and tuition remission are unallowable as EFNEP capacity grant expenditures.

E. Other Submission Requirements

You should follow the submission requirements noted in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.

For information about the status of a submitted application, see Part III, Section 6 of the NIFA Grants.gov Application Guide.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM) – each applicant (unless excepted under 2 CFR § 25.110(b) or (c), or has an exception approved by the federal awarding agency under 2 CFR § 25.110(d)) is required to:

- be registered in SAM before submitting its application;
- (ii) provide a valid DUNS number in its application; and
- (iii) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

If you have not complied with all applicable DUNS and SAM requirements you may be considered unqualified to receive an award.

Your SAM registration information determines your organization ID in the ezFedGrants system and the information must match your ASAP recipient DUNS and EIN.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

NIFA will review submitted documents to determine if all program, financial, and administrative requirements have been met and are current.

B. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one-time basis, with updates as-needed. This requirement is part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. We will provide you the forms to fulfill these requirements as part of the pre-award process. Although an applicant may be eligible, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants.

B. Award Notice

The notice of federal award is the authorizing document. The award document contains award provisions and other pertinent information. See Notice of Award section at <http://nifa.usda.gov/wait-notification> for further details.

C. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These may include, but are not limited to, those listed at <http://nifa.usda.gov/federal-regulations>.

NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary, is available at <http://nifa.usda.gov/policy-guide>.

D. Expected Program Outputs and Reporting Requirements

Universities must provide an EFNEP Annual Update, an EFNEP Budget Sheet and an EFNEP Budget Justification, using the Web-based Nutrition Education Evaluation and Reporting System (WebNEERS). The Annual Update is due July 1, 2017 for FY 2018.

Universities must provide a WebNEERS Report (university's end of year evaluation data), using WebNEERS. The WebNEERS Report is due November 1, 2017 and should include the previous year's data (FY2016).

A “final” EFNEP Budget Sheet and EFNEP Budget Justification based on the final allocation amounts for FY 2018 is due through WebNEERS 45 days after the final allocations are published. The actual due date will be announced over the EFNEP listservs.

Instructions for submitting reporting requirements through WebNEERS are available on the EFNEP Reporting Requirements Webpage – <http://nifa.usda.gov/efnep-reporting-requirements>. If you need information about or access to WebNEERS, contact your university's EFNEP Coordinator.

All program-specific reporting requirements must be received and approved by NIFA program staff before quarterly funds can be released. For FY 2018:

- EFNEP Annual Updates must be approved for first quarter and subsequent payments to be released,
- WebNEERS Reports must be approved for second quarter and subsequent payments to be released, and
- “Final” EFNEP Budget Sheets and EFNEP Budget Justifications must be approved for quarterly payments to be released, specific quarter that may be held will be contingent on the publication date of the final allocation amounts.

Other Requirements

Program coordinators, or their designees, are expected to: 1) fully participate in the 2.5 day National EFNEP conference held annually in the DC area; 2) actively participate in webinar trainings as required by the Federal Office; and 3) read and respond (if requested) in a timely manner to messages sent by the Federal Office to Program Coordinators/their designees either directly or via the National EFNEP listservs.

The following is a description of project data reporting requirements through the REEport system (<http://portal.nifa.usda.gov>), as well as the SF-425 Federal financial reporting requirements.

- Federal Financial reporting via the SF-425, Federal Financial Report for FY 2018 is due to the ezFedGrants portal, on Dec. 31, 2017, for the period Oct.1, 2017, through September 30, 2018, and annually thereafter until the award is closed out. Information on how to access the ezFedGrants portal can be found under the training on the ezFedGrants page <https://www.nfc.usda.gov/ezFedGrants>.

See <http://nifa.usda.gov/efnep-reporting-requirements> for additional details of annual, final technical, and financial reporting requirements. Instructions for using the REEport system are included on the NIFA web site at <http://nifa.usda.gov/reepport-resources-land-grant-partners>.

PART VII—AGENCY CONTACT

For questions regarding **EFNEP** projects/program, please contact:

Helen Chipman; National Program Leader, Division of Nutrition; IFSN, NIFA/USDA, Stop 2225, 1400 Independence Avenue, SW, Washington, DC 20250-2225; Telephone: (202) 720-8067; Fax: (202) 720-9366; E-mail: hchipman@nifa.usda.gov, or Mallory Koenings, Interim EFNEP Coordinator, Division of Nutrition; IFSN, NIFA/USDA, Stop 2225, 1400 Independence Avenue, SW, Washington, DC 20250-2225; Telephone: (202) 401-5286; Fax: (202) 401-4888; E-mail: Mallory.koenings@nifa.usda.gov.

For administrative questions relating to the completion of the grants.gov forms please contact Brenda Barnett or Allison Owens, OGFN, NIFA/USDA, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; Telephone: (202) 401-6520; Fax: (202) 401-1804; Email formulagrantsquestions@nifa.usda.gov.

For questions relating to REEport forms and submissions, please contact the Planning, Accountability, and Reporting Staff; Telephone: (202) 690-0009; Fax: (202) 690-0634; email electronic@nifa.usda.gov or reeport@nifa.usda.gov.

PART VIII—OTHER INFORMATION

The USDA NIFA home page for the **EFNEP** is: www.nifa.usda.gov/efnep.

**UNITED STATES DEPARTMENT OF AGRICULTURE
National Institute of Food and Agriculture**

**FY 2018 Distribution of Expanded Food Nutrition Education Program (EFNEP) Funding
Authorized Under the Smith-Lever Act, Section 3(d)**

Appendix A

Legal Name (From SAM)	Department (Eligible Institution or Department)	DUNS Number	State	Allocation
ALABAMA A & M UNIVERSITY	Alabama A&M University	079121448	AL	\$112,234
AUBURN UNIVERSITY	Auburn University	066470972	AL	\$1,981,893
TUSKEGEE UNIVERSITY	Tuskegee University	128214178	AL	\$112,235
UNIVERSITY OF ALASKA FAIRBANKS	University of Alaska Fairbanks	615245164	AK	\$262,925
AMERICAN SAMOA COMMUNITY COLLEGE	American Samoa Comm. College	854990793	AS	\$103,049
UNIVERSITY OF ARIZONA	College of Agriculture	961605172	AZ	\$713,693
UNIVERSITY OF ARKANSAS SYSTEM	Cooperative Extension Service	039796771	AR	\$1,298,420
UNIVERSITY OF ARKANSAS SYSTEM	U. of Arkansas at Pine Bluff	627198211	AR	\$115,537
REGENTS OF THE UNIVERSITY OF CALIFORNIA, THE	Regents of the U of California	080668243	CA	\$3,599,909
COLORADO STATE UNIVERSITY	Colorado State University	829068126	CO	\$662,348
UNIVERSITY OF CONNECTICUT	University of Connecticut	614209054	CT	\$538,634
DELAWARE STATE UNIVERSITY	Delaware State University	114337629	DE	\$102,906
UNIVERSITY OF DELAWARE	University of Delaware	059007500	DE	\$309,352
UNIVERSITY OF THE DISTRICT OF COLUMBIA	U. of the District of Columbia	137460275	DC	\$110,302
FLORIDA A & M UNIVERSITY	Florida A&M University	623751831	FL	\$185,307
UNIVERSITY OF FLORIDA	University of Florida	969663814	FL	\$2,227,559
FORT VALLEY STATE UNIVERSITY	Fort Valley State University	073459083	GA	\$147,393
UNIVERSITY OF GEORGIA	University of Georgia	619003127	GA	\$2,224,117
UNIVERSITY OF GUAM	University of Guam	779908151	GU	\$103,757
UNIVERSITY OF HAWAII SYSTEMS	U. of Hawaii System Office	930124792	HI	\$347,038
REGENTS OF THE UNIVERSITY OF IDAHO	University of Idaho	075746271	ID	\$387,546
UNIVERSITY OF ILLINOIS	University of Illinois	041544081	IL	\$2,184,467
PURDUE UNIVERSITY	Purdue University	072051394	IN	\$1,282,833
IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY	Iowa State University	005309844	IA	\$958,104
KANSAS STATE UNIVERSITY	Kansas State University	929773554	KS	\$763,135
KENTUCKY STATE UNIVERSITY	Kentucky State University	071317788	KY	\$122,266
UNIVERSITY OF KENTUCKY	University of Kentucky	007400724	KY	\$1,685,779
LOUISIANA STATE UNIVERSITY	Louisiana State University	075050765	LA	\$1,867,929
SOUTHERN UNIVERSITY AGRICULTURAL & MECHANICAL COLLEGE	Southern U. and A&M College	786908579	LA	\$123,458
UNIVERSITY OF MAINE SYSTEM	University of Maine	186875787	ME	\$498,667
UNIVERSITY OF MARYLAND	U. of Maryland College AGNR	837696475	MD	\$909,656
UNIVERSITY OF MARYLAND	U. of Maryland Eastern Shore	082611302	MD	\$115,349

Legal Name (From SAM)	Department (Eligible Institution or Department)	DUNS Number	State	Allocation
UNIVERSITY OF MASSACHUSETTS	U. of Massachusetts	153926712	MA	\$1,037,018
MICHIGAN STATE UNIVERSITY	Michigan State University	193247145	MI	\$1,866,029
COLLEGE OF MICRONESIA LAND GRANT PROGRAM	College of Micronesia-FSM	854812422	FM	\$106,277
REGENTS OF THE UNIVERSITY OF MINNESOTA	U. of Minnesota-Twin Cities	555917996	MN	\$1,058,840
ALCORN STATE UNIVERSITY EDUCATIONAL BUILDING CORPORATION, THE	Alcorn State University	075084897	MS	\$118,284
MISSISSIPPI STATE UNIVERSITY	Mississippi State University	075461814	MS	\$1,717,270
LINCOLN UNIVERSITY	Lincoln University of Missouri	071970164	MO	\$125,387
UNIVERSITY OF MISSOURI SYSTEM	U. of Missouri-Columbia	153890272	MO	\$1,592,249
MONTANA STATE UNIVERSITY, INC	Montana State University	625447982	MT	\$381,792
BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA	University of Nebraska Lincoln	555456995	NE	\$610,150
UNIVERSITY OF NEVADA, RENO	University of Nevada-Reno	146515460	NV	\$292,712
UNIVERSITY SYSTEM OF NEW HAMPSHIRE	Cooperative Extension Service	964184584	NH	\$324,685
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY	Rutgers State U. of New Jersey	030501568	NJ	\$1,138,404
NEW MEXICO STATE UNIVERSITY	New Mexico State University	173851965	NM	\$595,454
CORNELL UNIVERSITY, INC	Cornell University	872612445	NY	\$3,402,660
NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY	North Carolina A&T State U.	071576482	NC	\$145,492
NORTH CAROLINA STATE UNIVERSITY	North Carolina State U.	042092122	NC	\$2,561,584
NORTH DAKOTA STATE UNIVERSITY	North Dakota State University	803882299	ND	\$420,124
NORTHERN MARIANAS COLLEGE	Northern Marianas College	854851201	MP	\$102,698
CENTRAL STATE UNIVERSITY	Central State University	008873747	OH	\$149,094
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE, THE	OSU Cooperative Ext Service	175373752	OH	\$2,247,723
LANGSTON UNIVERSITY	Langston University	071222780	OK	\$117,787
OKLAHOMA STATE UNIVERSITY	Oklahoma State University	049987720	OK	\$1,109,412
OREGON STATE UNIVERSITY	Oregon State University	053599908	OR	\$599,222
PENNSYLVANIA STATE UNIVERSITY, THE	Pennsylvania State University	003403953	PA	\$2,690,443
PUERTO RICO AGRICULTURAL EXTENSION	U. of Puerto Rico Mayaguez CES	176086184	PR	\$1,431,208
UNIVERSITY OF RHODE ISLAND	University of Rhode Island	144017188	RI	\$385,645
CLEMSON UNIVERSITY	Clemson University	042629816	SC	\$1,570,077
	WEBNEERS Database*			\$180,000
SOUTH CAROLINA STATE UNIVERSITY	South Carolina State U.	626143457	SC	\$122,897
SOUTH DAKOTA STATE UNIVERSITY	South Dakota State University	929929743	SD	\$462,886
TENNESSEE STATE UNIVERSITY	Tennessee State University	108814179	TN	\$130,998
UNIVERSITY OF TENNESSEE	U. of Tennessee Extension	134399448	TN	\$2,003,899
PRAIRIE VIEW A & M UNIVERSITY	Prairie View A&M University	138170220	TX	\$225,021
TEXAS A&M AGRILIFE EXTENSION SERVICE	AgriLife Extension Service	781568837	TX	\$4,330,575
UTAH STATE UNIVERSITY	Utah State University	072983455	UT	\$409,822

Legal Name (From SAM)	Department (Eligible Institution or Department)	DUNS Number	State	Allocation
UNIVERSITY OF VERMONT & STATE AGRICULTURAL COLLEGE	University of Vermont	066811191	VT	\$319,291
UNIVERSITY OF THE VIRGIN ISLANDS	U. of the Virgin Islands	090003765	VI	\$102,434
VIRGINIA POLYTECHNIC INSTITUTE & STATE UNIVERSITY	Virginia Tech University	003137015	VA	\$1,720,948
VIRGINIA STATE UNIVERSITY	Virginia State University	074744624	VA	\$125,230
WASHINGTON STATE UNIVERSITY	Washington State University	959235664	WA	\$793,168
WEST VIRGINIA STATE UNIVERSITY	West Virginia State University	874797876	WV	\$109,151
WEST VIRGINIA UNIVERSITY	West Virginia University	929332658	WV	\$1,018,041
UNIVERSITY OF WISCONSIN SYSTEM	U. of Wisconsin Extension	003255648	WI	\$1,031,722
UNIVERSITY OF WYOMING	University of Wyoming	069690956	WY	\$275,720
Total Payment to States				\$67,417,320
Federal Administration				\$516,680
Appropriation				\$67,934,000
Note: An additional \$180,000 has been included in Clemson's FY 2017 (Off-The-Top)				
Allocation to sustain and upgrade Web-NEERS *				