



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture



BIOENERGY, CLIMATE,  
AND ENVIRONMENT



FOOD PRODUCTION  
AND SUSTAINABILITY



YOUTH, FAMILY,  
AND COMMUNITY



FOOD SAFETY  
AND NUTRITION



INTERNATIONAL  
PROGRAMS



USDA NIFA

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# New EFNEP Coordinators

April 16, 2015

Stephanie M. Blake  
Program Coordinator  
USDA-NIFA



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Key Resources

## NIFA Website



- **Includes:**
  - Program Overview
  - Policy Documents
  - Request for Applications (RFAs)
  - Impact Reports
  - Other Important Info

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

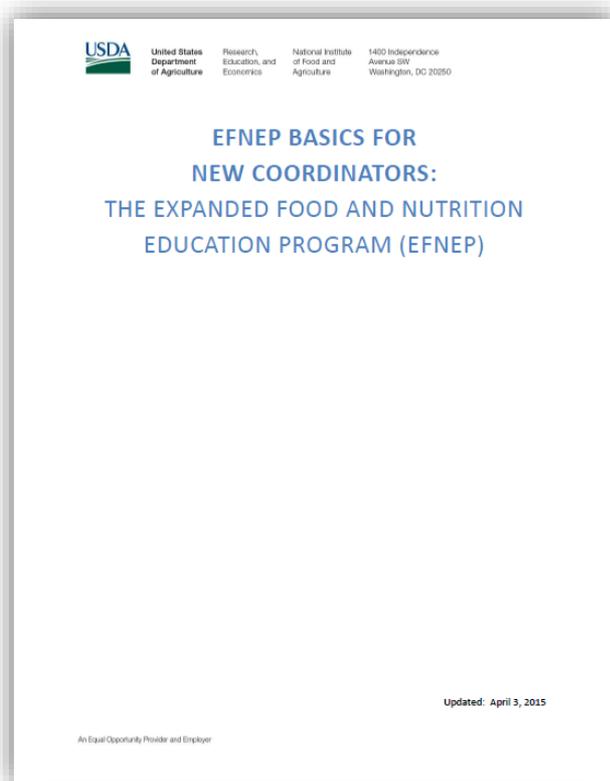


United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Key Resources

## New Coordinator Guide



- **Includes:**
  - General Overview
  - Reporting Requirements
  - Communication Channels
  - Other Important Info
- **Available:**  
[www.nifa.usda.gov/efnep](http://www.nifa.usda.gov/efnep)

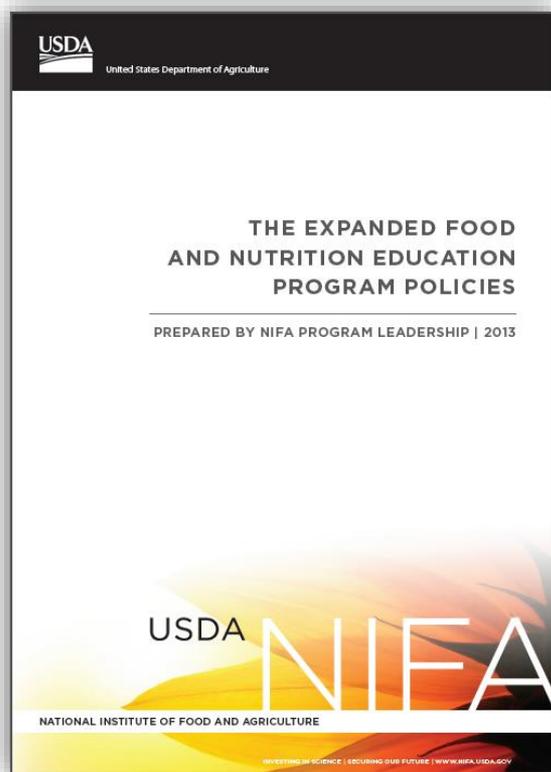


United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

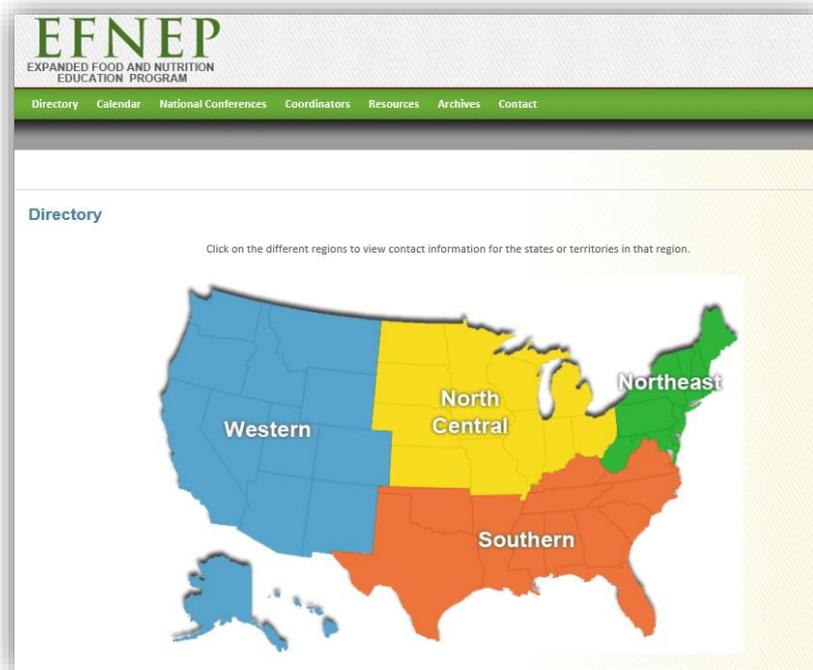
# Key Resources

## Program Policy Document



- **Includes:**
  - Program Background
  - Legislation
  - Overview of Program Characteristics
  - Program Specifics
- **Available:**  
[www.nifa.usda.gov/efnep](http://www.nifa.usda.gov/efnep)

## efnep.org Website



- **Includes:**
  - Coordinator Directory
  - Evaluation Form Examples
  - Conference Presentations
  - Other University Developed Resources
- **Available:** [www.efnep.org](http://www.efnep.org)

# Understanding Your Role

## Program Supervision

- Staff & Volunteers
- Accountability for Funds
- Program Quality and Integrity
- Shared Understanding

# Understanding Your Role

## Engagement

UNIVERSITY	REGIONAL	NATIONAL
Site Visits	Monthly/Quarterly Calls	Annual Conference
Trainings/Conferences	? – Conferences	Trainings/Calls
Interaction with Supervisors	? – Trainings	Committees
Interaction with Stakeholders/Partners	? – Committees	

# Understanding Your Role

## Engagement

UNIVERSITY	REGIONAL	NATIONAL
Site Visits	Monthly/Quarterly Calls	Annual Conference
Trainings/Conferences	? – Conferences	Trainings/Calls
Interaction with Supervisors	? – Trainings	Committees
Interaction with Stakeholders/Partners	? – Committees	

# Understanding Your Role

## Engagement

UNIVERSITY	REGIONAL	NATIONAL
Site Visits	Monthly/Quarterly Calls	Annual Conference
Trainings/Conferences	? – Conferences	Trainings/Calls
Interaction with Supervisors	? – Trainings	Committees
Interaction with Stakeholders/Partners	? – Committees	

# Understanding Your Role

## Engagement

UNIVERSITY	REGIONAL	NATIONAL
Site Visits	Monthly/Quarterly Calls	Annual Conference
Trainings/Conferences	? – Conferences	Trainings/Calls
Interaction with Supervisors	? – Trainings	Committees
Interaction with Stakeholders/Partners	? – Committees	

# Understanding Your Role

## Strategic Planning

- Program Location
- Target Audience
- Priorities
- Partnerships & Working Relationships

## Reporting Requirements

- <http://nifa.usda.gov/efnep-reporting-requirements>

# Understanding Your Role

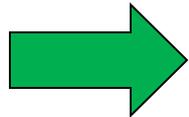
## Reporting Requirements

EFNEP Reporting Requirement	# of Times Submitted per Year	Due Date	Where to Submit
Capacity Request for Application (RFA)	Once	30 days after the RFA is posted*	Grants.gov
Annual Update/5-Year Plan	Once – <i>either the Annual Update or the 5-Year Plan is due each year, not both</i>	<u>Annual Update</u> : Nov 1 <sup>st</sup> every year except years 5-Year Plans are due <u>5-Year Plan</u> : July 1 <sup>st</sup> every 5 years – e.g., 2016, 2021, etc.	WebNEERS
Budget Sheet & Budget Justification	Twice – <i>both a preliminary and a final budget &amp; justification are due each year</i>	<u>Preliminary</u> : Nov 1 <sup>st</sup> for AU years; July 1 <sup>st</sup> every 5 years – e.g., 2016, 2021, etc. <u>Final</u> : 45 days after the EFNEP final allocations are published*	WebNEERS
WebNEERS Year End Data	Once	Nov 1 <sup>st</sup>	WebNEERS

\*Actual due dates vary from year to year. Due dates are not available until the Federal budget is approved and the final EFNEP allocation amounts for each university are calculated. They are announced over the [listservs](#).

# Understanding Your Role

## Reporting Requirements

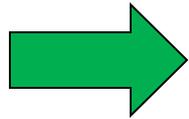


EFNEP Reporting Requirement	# of Times Submitted per Year	Due Date	Where to Submit
<b>Capacity Request for Application (RFA)</b>	Once	30 days after the RFA is posted*	Grants.gov
<b>Annual Update/5-Year Plan</b>	Once – <i>either the Annual Update or the 5-Year Plan is due each year, not both</i>	<u>Annual Update:</u> Nov 1 <sup>st</sup> every year except years 5-Year Plans are due <u>5-Year Plan:</u> July 1 <sup>st</sup> every 5 years – e.g., 2016, 2021, etc.	WebNEERS
<b>Budget Sheet &amp; Budget Justification</b>	Twice – <i>both a preliminary and a final budget &amp; justification are due each year</i>	<u>Preliminary:</u> Nov 1 <sup>st</sup> for AU years; July 1 <sup>st</sup> every 5 years – e.g., 2016, 2021, etc. <u>Final:</u> 45 days after the EFNEP final allocations are published*	WebNEERS
<b>WebNEERS Year End Data</b>	Once	Nov 1 <sup>st</sup>	WebNEERS

\*Actual due dates vary from year to year. Due dates are not available until the Federal budget is approved and the final EFNEP allocation amounts for each university are calculated. They are announced over the [listservs](#).

# Understanding Your Role

## Reporting Requirements



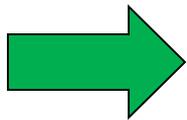
EFNEP Reporting Requirement	# of Times Submitted per Year	Due Date	Where to Submit
Capacity Request for Application (RFA)	Once	30 days after the RFA is posted*	Grants.gov
<b>Annual Update/5-Year Plan</b>	Once – <i>either the Annual Update or the 5-Year Plan is due each year, not both</i>	<u>Annual Update</u> : Nov 1 <sup>st</sup> every year except years 5-Year Plans are due <u>5-Year Plan</u> : July 1 <sup>st</sup> every 5 years – e.g., 2016, 2021, etc.	WebNEERS
Budget Sheet & Budget Justification	Twice – <i>both a preliminary and a final budget &amp; justification are due each year</i>	<u>Preliminary</u> : Nov 1 <sup>st</sup> for AU years; July 1 <sup>st</sup> every 5 years – e.g., 2016, 2021, etc. <u>Final</u> : 45 days after the EFNEP final allocations are published*	WebNEERS
WebNEERS Year End Data	Once	Nov 1 <sup>st</sup>	WebNEERS

\*Actual due dates vary from year to year. Due dates are not available until the Federal budget is approved and the final EFNEP allocation amounts for each university are calculated. They are announced over the [listservs](#).

# Understanding Your Role

## Reporting Requirements

EFNEP Reporting Requirement	# of Times Submitted per Year	Due Date	Where to Submit
Capacity Request for Application (RFA)	Once	30 days after the RFA is posted*	Grants.gov
Annual Update/5-Year Plan	Once – <i>either the Annual Update or the 5-Year Plan is due each year, not both</i>	<u>Annual Update</u> : Nov 1 <sup>st</sup> every year except years 5-Year Plans are due <u>5-Year Plan</u> : July 1 <sup>st</sup> every 5 years – e.g., 2016, 2021, etc.	WebNEERS
<b>Budget Sheet &amp; Budget Justification</b>	Twice – <i>both a preliminary and a final budget &amp; justification are due each year</i>	<u>Preliminary</u> : Nov 1 <sup>st</sup> for AU years; July 1 <sup>st</sup> every 5 years – e.g., 2016, 2021, etc. <u>Final</u> : 45 days after the EFNEP final allocations are published*	WebNEERS
WebNEERS Year End Data	Once	Nov 1 <sup>st</sup>	WebNEERS



\*Actual due dates vary from year to year. Due dates are not available until the Federal budget is approved and the final EFNEP allocation amounts for each university are calculated. They are announced over the [listservs](#).

# Understanding Your Role

## Reporting Requirements

EFNEP Reporting Requirement	# of Times Submitted per Year	Due Date	Where to Submit
Capacity Request for Application (RFA)	Once	30 days after the RFA is posted*	Grants.gov
Annual Update/5-Year Plan	Once – <i>either the Annual Update or the 5-Year Plan is due each year, not both</i>	<u>Annual Update:</u> Nov 1 <sup>st</sup> every year except years 5-Year Plans are due <u>5-Year Plan:</u> July 1 <sup>st</sup> every 5 years – e.g., 2016, 2021, etc.	WebNEERS
Budget Sheet & Budget Justification	Twice – <i>both a preliminary and a final budget &amp; justification are due each year</i>	<u>Preliminary:</u> Nov 1 <sup>st</sup> for AU years; July 1 <sup>st</sup> every 5 years – e.g., 2016, 2021, etc. <u>Final:</u> 45 days after the EFNEP final allocations are published*	WebNEERS
<b>WebNEERS Year End Data</b>	Once	Nov 1 <sup>st</sup>	WebNEERS

\*Actual due dates vary from year to year. Due dates are not available until the Federal budget is approved and the final EFNEP allocation amounts for each university are calculated. They are announced over the [listservs](#).



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# PARAPROFESSIONAL STAFF

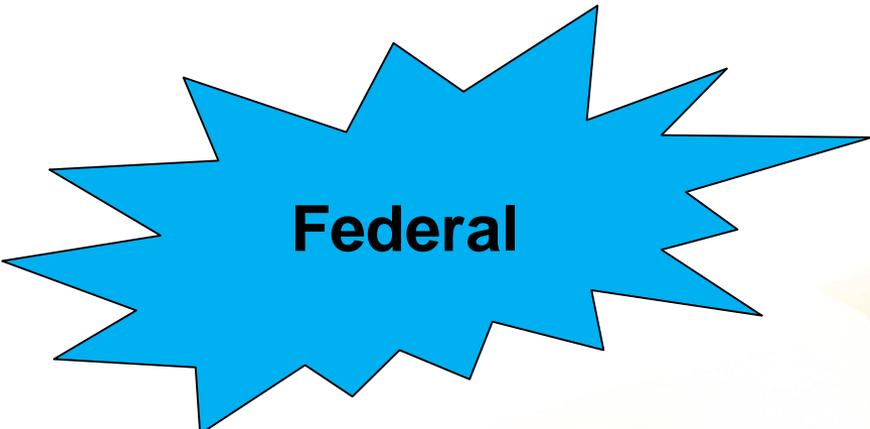


United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# PARAPROFESSIONAL STAFF

A blue, multi-pointed starburst graphic with a black outline, containing the word "Federal" in bold black text.

**Federal**



# Paraprofessional Characteristics

- High school education, GED, or equivalent
- Members of the communities they support – knowledge and experience with the community and the EFNEP audience
- Trained and supervised by university and county-based faculty with programmatic and discipline expertise
- Skilled in using a series of hands-on, interactive lessons
- Committed to delivering sound instruction
- Able to influence behaviors and impact the lives of those they teach
- Dedicated to reaching diverse, low-income populations
- Volunteers may assist with direct teaching, finding participants, making meeting arrangements, and other supporting roles



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# CORE FOCUS AREAS

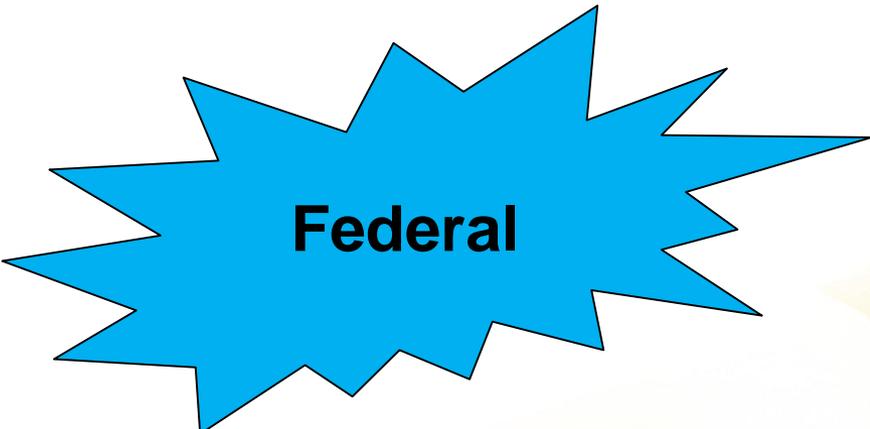


United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# CORE FOCUS AREAS

A blue, multi-pointed starburst graphic with a black outline, containing the word "Federal" in bold black text.

**Federal**



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# CURRICULA



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# CURRICULA

A bright yellow, multi-pointed starburst graphic with a black outline, containing the word "University" in bold black text.

**University**



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# TARGET AUDIENCE

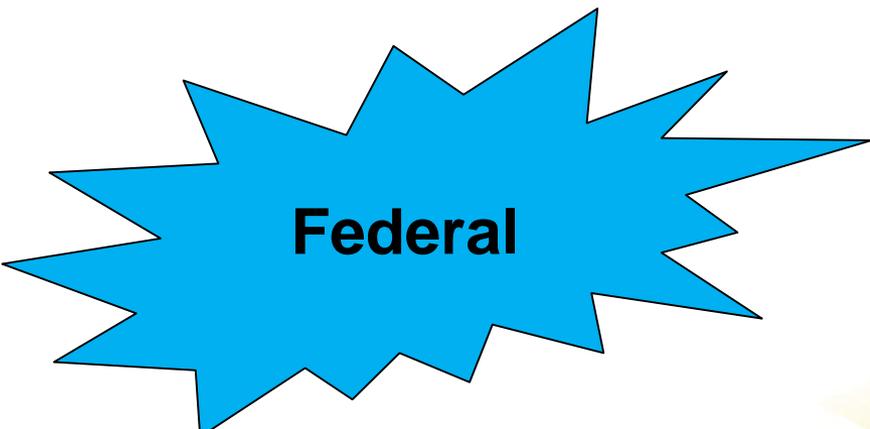


United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# TARGET AUDIENCE

A blue, multi-pointed starburst shape with a black outline, containing the word "Federal" in bold black text.

**Federal**

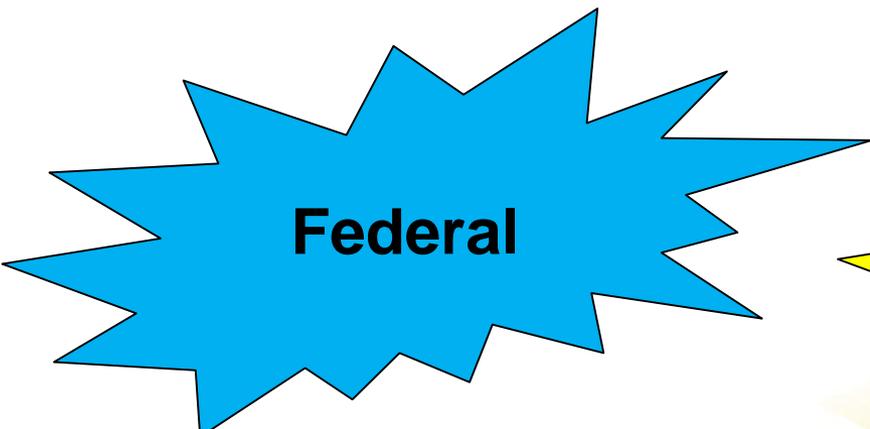


United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# TARGET AUDIENCE

A blue, multi-pointed starburst shape with a black outline, containing the word "Federal".

**Federal**

A yellow, multi-pointed starburst shape with a black outline, containing the word "University".

**University**



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# PROGRAM DURATION



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# PROGRAM DURATION

A bright yellow, multi-pointed starburst graphic with a black outline, containing the word "University" in bold black text. The starburst is positioned in the lower right quadrant of the slide, overlapping a background image of a sunflower.

**University**



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# CASELOAD



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# CASELOAD

A bright yellow, multi-pointed starburst graphic with a black outline, containing the word "University" in bold black text. The starburst is positioned in the lower right quadrant of the slide, overlapping a background image of a sunflower.

**University**



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# USE OF FUNDS

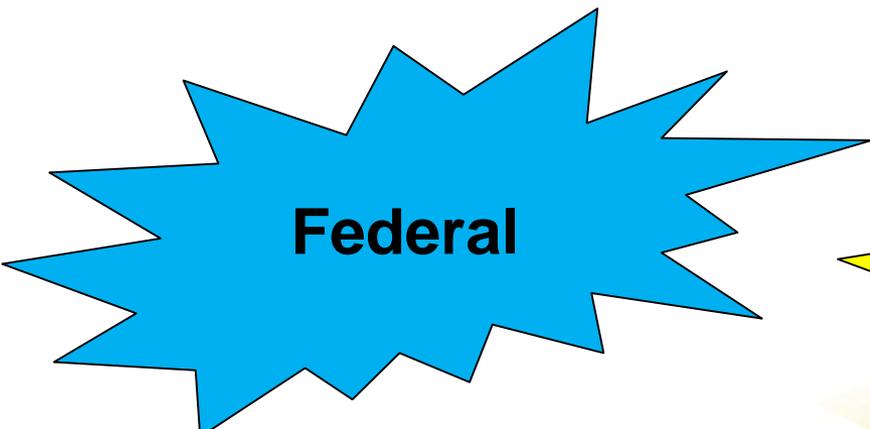


United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

## USE OF FUNDS

A blue, multi-pointed starburst shape with a black outline, containing the word "Federal".

**Federal**

A yellow, multi-pointed starburst shape with a black outline, containing the word "University".

**University**



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Program Policy

# Other Items you have Questions About?



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Demonstration: NIFA Website & WebNEERS

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

WebNEERS: [www.webneers.net](http://www.webneers.net)



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# Questions?





United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# National Office Contacts

**Helen Chipman**

National Program Leader

[hchipman@nifa.usda.gov](mailto:hchipman@nifa.usda.gov)

202-720-8067

**Stephanie Blake**

Program Coordinator

[sblake@nifa.usda.gov](mailto:sblake@nifa.usda.gov)

202-720-6079

**Marly Diallo**

Program Specialist

[mdiallo@nifa.usda.gov](mailto:mdiallo@nifa.usda.gov)

202-401-0293

**Sharon Porter**

Program Assistant

[sporter@nifa.usda.gov](mailto:sporter@nifa.usda.gov)

202-401-2390