Expanded Food and Nutrition Education Program (EFNEP)

2020 Request for Applications

APPLICATION DEADLINE: September 9, 2019

USDA

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

ASSISTANCE LISTING formerly known as the Catalog of Federal Domestic Assistance**:** This program is listed in the Assistance Listings under 10.514.

DATES: Applications must be received by **5:00 p.m. Eastern Time** on **September 9, 2019**. 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 Expanded Food and Nutrition Education Program (EFNEP) for fiscal year (FY) 2020 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 2020 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 2020 CR, NIFA will distribute funds to the institutions quarterly and according to the amounts allocated in FY 2019. Adjustments to the allocations will be made once the FY 2020 appropriations are finalized. The amount available for support of this program in FY 2019 was $68,440,680. Institutions will receive grant funds quarterly. Appendix A of this RFA includes specific distributions. NIFA will issue FY 2020 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 III, 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.

1. Section 4019 of the Agriculture Improvement Act of 2018 (Pub.L.115-334) requires the Administrator of the Food and Nutrition Service, in consultation with the Director of the National Institute of Food and Agriculture, to annually submit a report to Congress on the level of coordination between the nutrition education and obesity prevention program (a.k.a. Supplemental Nutrition Assistance Program – Education, (SNAP-Ed)), EFNEP, and any other nutrition education program administered by the Department of Agriculture.

2. NIFA's Office of Grants and Financial Management, Office of Information Technology, and Data Governance Working Group worked to better identify and track institutions and associated departments that receive capacity awards. NIFA provided 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. If changes have occurred to this information, please contact NIFA as soon as possible to discuss options to minimize potential issues and delays.

3. 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.

4. 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 December 30 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. Annual and final report templates are made available in the ezFedGrants portal on October 1 for all capacity agreements. Recipients will submit the SF-425 directly in the portal. Detailed instructions on the submission of SF-425s in the ezFedGrants portal can be found under the training tab on the ezFedGrants page.

5. ezFedGrants - is the USDA solution for grants management. NIFA will publish RFAs on its website and Grants.gov. You will continue to apply through Grants.gov and your applications will automatically be downloaded into ezFedGrants.

6. Matching Funds-If matching funds are required as specified under Part III, B. Cost-Sharing or Matching, the matching is an eligibility criteria and grantees must include and attach a pdf. document identifying the non-federal source of match 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.

   a. The matching documentation must include the non-federal sources (specify whether the source is 3rd party, cash, 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.

   b. 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.

7. 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 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.

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. 15 percent of funds appropriated for EFNEP in excess of funds appropriated in FY 2007 will be 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 population[1]."

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.

1. Individuals and families should experience improvements in four core areas:
   a. Diet Quality and Physical Activity—Improved diets and nutritional and physical well-being through the adoption of federal food and physical activity recommendations.
   b. Food Resource Management—Increased ability to buy, grow, or otherwise appropriately obtain, prepare, and store food that meets nutritional needs.
   c. Food Safety—Improved household food safety and sanitation practices.
   d. Food Security—Increased ability to get food directly—and from food assistance programs where necessary—to ensure having enough healthy food to eat.

2. Community involvement with EFNEP should result in:
   a. 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.
   b. Increased coordination, cooperation, and collaboration between universities and communities to accomplish local and state identified priorities associated with EFNEP's four core areas.

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[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 - https://nifa.usda.gov/resource/national-agricultural-research-extension-and-teaching-policy-act-1977

PART II—AWARD INFORMATION

A. Available Funding

Subject to any 2020 continuing resolution, NIFA will distribute funds to the institutions quarterly and according to the amounts allocated in FY 2019. NIFA will make adjustments to the allocations once the FY 2020 appropriations are finalized. The amount available for support of this program in FY 2019 was $68,440,680.

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 2020, submit applications to EFNEP as a "new" application.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Table 1 lists the names of eligible applicants for this program. Award recipients may subcontract to organizations not eligible to apply if 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.

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

School Name	School Name	School Name	School Name
Lincoln University	South Dakota State University	University of Maine	West Virginia State University
Louisiana State University	Tennessee State University	University of Maryland (College Park)	University of Wisconsin
Michigan State University	Texas A&M University	University of Maryland (Eastern Shore)	University of Wyoming (*As authorized in the Farm Bill*).

B. Cost Sharing or Matching

No Match Required – The EFNEP program has *NO* matching requirement.

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-10514-EFNEPXXX-20-0001

    in the appropriate box and 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

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[2]The 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

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. The Organizational information NIFA has included in Appendix A is based on FY19 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 formulagrantquestions@nifa.usda.gov or (202) 401-6520 prior to submitting your application

a. **Field 1. Type of Submission** – Check "Application"
b. **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.
c. **Field 8. Type of Application** – Enter "new"
d. **Field 15. Estimated Project Funding** – For item a, enter your institution's FY 2019 allocation as listed in Appendix A to this announcement
e. **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.

a. **Contact 1 Project Role**: Enter the contact information for the State Extension Director or Administrator.
b. **Contact 2 Project Role**: Enter the contact information for the State EFNEP Coordinator who has direct oversight of the program.
c. **Contact 3 Project Role**: Enter the contact information for the Business Office Manager/Administrator.
d. **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 Formula Program") 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 9, 2019**. 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 13, 2019, 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 formula grant expenditures.
(3) Construction
EFNEP funds cannot be used, directly or indirectly, for the purchase, construction, preservation, or repair of any building or buildings, or the purchase or rental of land, or in college-course teaching, lectures in college, or any other purpose not specified in program legislation.

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:
   (i) 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 four program documents using the Web-based Nutrition Education Evaluation and Reporting System (WebNEERS):
- EFNEP Annual Update – due July 1, 2019 for FY 2020.
- EFNEP Preliminary Budget Costs with Justification – due August 20, 2019 for FY 2020. The majority (51) percent or more of the total annual Federal appropriation to each university is to be used for paraprofessional personnel and their support costs. Budget estimates will be based on FY 2019 university allocation amounts.
- EFNEP Final Budget Costs with Justification based on the final allocation amounts for FY 2020 – due 45 days after the final allocations are published. The majority (51) percent or more of the total annual Federal appropriation to each university is to be used for paraprofessional personnel and their support costs. The actual due date will be announced over the EFNEP listservs.
- WebNEERS Report (university's evaluation data for previous fiscal year (FY 2019)) – due November 1, 2019.

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 2020:

- EFNEP Annual Updates and EFNEP Preliminary Budget Costs with Justification 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 Costs with Justification 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. The majority (51) percent or more of the total annual Federal appropriation to each university is to be used for paraprofessional personnel and their support costs.

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 and other 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.

Section 4019 of the Agriculture Improvement Act of 2018 (Pub.L.115-334) requires the Administrator of the Food and Nutrition Service, in consultation with the Director of the National Institute of Food and Agriculture, to annually submit a report to Congress on the level of coordination between the nutrition education and obesity prevention program (a.k.a. Supplemental Nutrition Assistance Program – Education, (SNAP-Ed)), EFNEP, and any other nutrition education program administered by the Department of Agriculture.

PART VII—AGENCY CONTACT

For questions regarding EFNEP, 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: helen.chipman@usda.gov, or Mallory Koenings, 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@usda.gov.

For administrative questions relating to the completion of the grants.gov forms please contact Brenda Barnett, OGFM, NIFA/USDA, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; Telephone: (202) 401-6520; Fax: (202) 401-1804; Email formulagrantquestions@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; E-mail 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.

Appendices