



United States  
Department  
of Agriculture

Research,  
Education, and  
Economics

National Institute  
of Food and  
Agriculture

1400 Independence  
Avenue SW  
Washington, DC 20250

# **EFNEP BASICS FOR NEW COORDINATORS: THE EXPANDED FOOD AND NUTRITION EDUCATION PROGRAM (EFNEP)**

July 31, 2014

## CONTENTS

Overview .....	3
About EFNEP.....	3
Key Governing Documents and Reports.....	3
EFNEP Coordinators .....	4
Resouces for EFNEP Coordinators .....	4
Evaluation and Reporting: WEBNEERS.....	4
Accessing WebNEERS.....	5
WebNEERS Resources (for EFNEP & SNAP-Ed VERSIONS OF THE System) .....	5
Structure .....	6
National Office.....	6
NIFA Organizational Chart .....	6
USDA Organizational Chart.....	7
Land-Grant Colleges and Universities (LGUs).....	8
1862 and 1890 LGUs.....	8
Cooperative Extension Regions .....	9
Funding Tiers .....	9
Annual Reporting Requirements .....	10
Capacity Request for Application (RFA) .....	10
Annual Update/5-Year Plan.....	11
Budget & Budget Justification .....	11
WebNEERS (Year-end) Data .....	12
Communication.....	13
Websites.....	13
Listservs .....	13
Other Links and Important Information .....	14
National Events .....	14
Ways to get Involved.....	14
Acknowledging Federal Funds.....	15
Retention of Records.....	15

## OVERVIEW

### ABOUT EFNEP

The Expanded Food and Nutrition Education Program (EFNEP) began in 1969, and is designed to assist limited resource audiences in acquiring the knowledge, skills, attitudes, and changed behavior necessary for nutritionally sound diets, and to contribute to their personal development and the improvement of the total family's nutritional well-being. EFNEP is funded by the U.S. Department of Agriculture's (USDA), National Institute of Food and Agriculture (NIFA), through Section 3(d) of the Smith-Lever Act. It operates through the Cooperative Extension Service at the 1862 and the 1890 Land-Grant Colleges and Universities (LGUs) in every state, the six U.S. territories, and the District of Columbia. Using a research-based, interactive approach, peer educators from the communities they support reach over ½ million limited-resource families and youth each year.

LGUs hire, train, and supervise local paraprofessional staff (peer educators) to recruit and educate low-income families and low-income youth in community settings. Paraprofessionals deliver a series of hands-on, interactive lessons to program participants. Lessons are evidence-based and tailored to meet the needs of the audience. Lessons focus on the core areas of EFNEP:

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

All program participants provide demographic data. In addition, adult and youth graduates complete entry and exit behavior checklists. Adult graduates also complete entry and exit diet recalls. All LGUs use the same forms which allow the data to be collected locally and analyzed nationally.

- **Program Brochure** - [http://www.nifa.usda.gov/nea/food/efnep/pdf/2010\\_Revrack\\_card.pdf](http://www.nifa.usda.gov/nea/food/efnep/pdf/2010_Revrack_card.pdf)

### KEY GOVERNING DOCUMENTS AND REPORTS

- **Program Policy Document** - <http://www.nifa.usda.gov/nea/food/efnep/resources.html>
- **Smith Lever Administrative Manual** (see pp.34-42 for allowable and unallowable expenses) - <http://www.nifa.usda.gov/business/awards/formula/manuals/coopextension.pdf>
- **Program Impact Reports** - <http://www.nifa.usda.gov/nea/food/efnep/impacts.html>

## EFNEP COORDINATORS

Each LGU has a primary contact known as the EFNEP coordinator. This individual provides leadership and oversight for the program at his or her University. Responsibilities include (but are not limited to): hiring, training, monitoring, and developing staff; enforcing EFNEP program policies; responding to messages/requests from the National Office; completing reporting requirements (see [Annual Reporting Requirements](#) section); providing oversight over data management; and keeping University administration and stakeholders informed about the program and its impact. New EFNEP Coordinators should provide their full contact information to the National Office so they can be added to the EFNEP Coordinators directory and the EFNEP Listservs.

At many Universities, EFNEP Coordinators provide overall direction of programming and work with other state/territory, regional, and/or local personnel to provide training, supervision, and evaluation of paraprofessional staff. In situations where others are responsible for paraprofessional supervision and evaluation, it is strongly encouraged that mechanisms are in place for EFNEP Coordinators to provide input to assure that program requirements and expectations are understood and met.

## RESOURCES FOR EFNEP COORDINATORS

- **EFNEP Coordinators Directory** - <https://www2.ag.purdue.edu/programs/hhs/efnep/Pages/Directory.aspx>
- **EFNEP Listservs** (see [Listservs](#) section below)
- **Professional and Staff Development and Training Resources** - <http://www.nifa.usda.gov/nea/food/fsne/development.html>
- **Core Competencies Resource Guide** - <http://www.nifa.usda.gov/nea/food/efnep/pdf/resource-guide.pdf>
- **Other EFNEP related resources**
  - **NIFA Website** - <http://www.nifa.usda.gov/nea/food/efnep/resources.html>
  - **EFNEP.org** - <https://www2.ag.purdue.edu/programs/hhs/efnep/Pages/Resources.aspx>

## EVALUATION AND REPORTING: WEBNEERS

EFNEP has a robust evaluation and reporting system called the Web-based Nutrition Education Evaluation and Reporting System (WebNEERS). WebNEERS is a secure system designed, hosted, and maintained by Clemson University. It is accessed through the Internet and it is designed to collect quantitative data about program participants and EFNEP staff. Demographic and behavior change data is entered at the regional level, aggregated at the Institution level, and further aggregated at the National level. The system provides a variety of reports that are useful for program and personnel management purposes, provides diagnostic assessments of participant needs, and exports data for assessment of program impact. It also incorporates other reporting requirements such as the Annual Update/5-Year Plan and the Budget and Budget Justification.

## ACCESSING WEBNEERS

Each EFNEP Coordinator should have a WebNEERS account and be familiar with the system and its capabilities. If you have a data manager at your university, he/she can create an account for you. If not, please contact the WebNEERS Help Desk – [webneers-help@lyris.nifa.usda.gov](mailto:webneers-help@lyris.nifa.usda.gov) and request an account. All Coordinators should have an Institution (University) level account. If desired, they can also have a Regional (local) level account. The difference between account types is explained in the User Manual and the Training Modules (see [WebNEERS Resources](#) section below).

- **WebNEERS** (username and password required)  
<https://webneers.net/>

*Note: For EFNEP Coordinators who also coordinate the Supplemental Nutrition Assistance Program Education (SNAP-Ed), there is a separate, but equivalent version of WebNEERS available for their use (available - <http://snap.webneers.net/> username and password required). The SNAP-Ed version is for data collection purposes only. SNAP-Ed reporting must follow the Food and Nutrition Service's (FNS's) guidelines and instructions; not NIFA's which are outlined in this document.*

## WEBNEERS RESOURCES (FOR EFNEP & SNAP-ED VERSIONS OF THE SYSTEM)

- **WebNEERS Informational Website** – [www.nifa.usda.gov/webneers](http://www.nifa.usda.gov/webneers)
- **User Manuals** - [http://www.nifa.usda.gov/nea/food/efnep/web\\_neers\\_instruc.html](http://www.nifa.usda.gov/nea/food/efnep/web_neers_instruc.html)
- **Training Modules** - [http://www.nifa.usda.gov/nea/food/efnep/web\\_neers\\_train\\_modules.html](http://www.nifa.usda.gov/nea/food/efnep/web_neers_train_modules.html)
- **Online Help Desk** - <http://help.webneers.net/> (login required)
- **Sample Forms\*\***
  - **Adults** (see *Evaluation Group: WebNEERS*) -  
<https://www2.ag.purdue.edu/programs/hhs/efnep/Pages/Resource-Evaluation-Adult.aspx>
  - **Youth** (see *Evaluation Groups: WebNEERS, Youth 3-5 Documents, Youth 6-8 Documents, Youth 9-12 Documents, and Youth K-2 Documents*) -  
<https://www2.ag.purdue.edu/programs/hhs/efnep/Pages/Resource-Evaluation.aspx>
- **Institutional Review Board (IRB) Toolkit** -  
<https://www2.ag.purdue.edu/programs/hhs/efnep/Pages/Resource-Research.aspx>

*\*\* The forms referenced above are samples. Universities may design their own forms as long as they accurately capture all required information.*

## STRUCTURE

### NATIONAL OFFICE

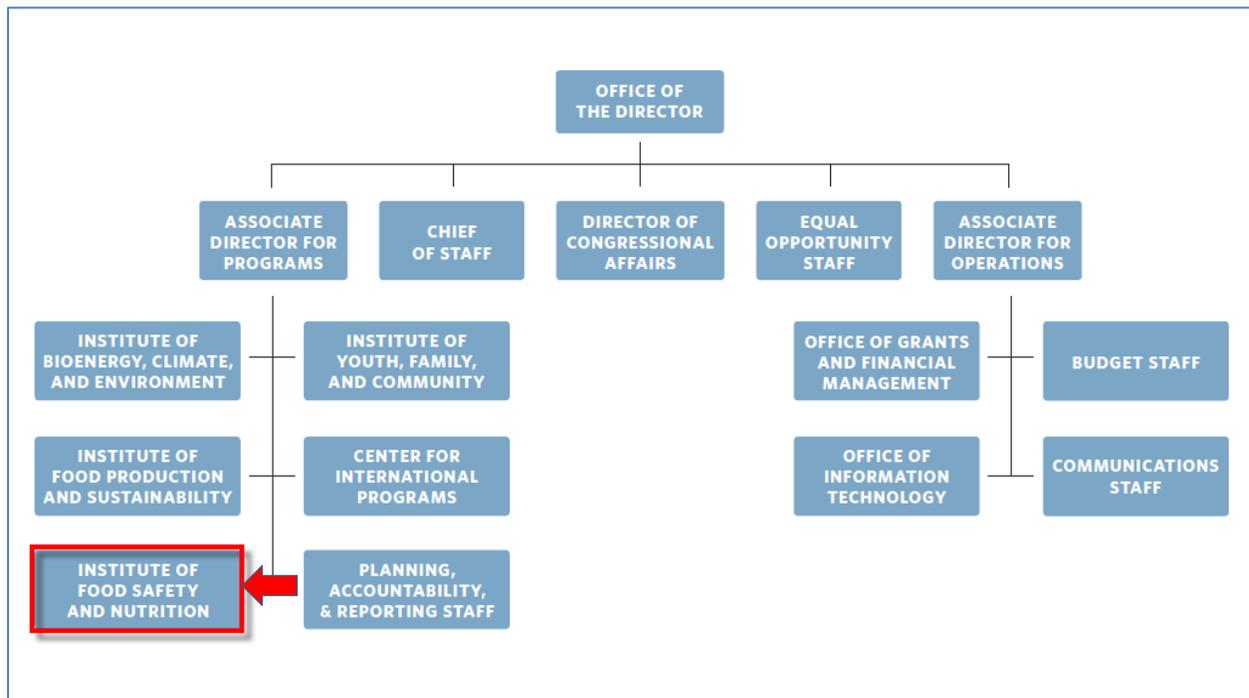
The National Office for the Expanded Food and Nutrition Education Program (EFNEP) is part of the Institute of Food Safety and Nutrition (IFSN) at the National Institute of Food and Agriculture (NIFA). The National Office provides oversight and leadership for EFNEP. There is a strong commitment to the Federal/State/Territory partnership. Partnerships at the Federal Level as well as those at the State/Territory and Local level are essential for effective nutrition education and for Extension programming. The National Office team is available to assist EFNEP Coordinators with programmatic, technological, policy and other EFNEP related questions and concerns. Contact information for EFNEP's National Office is available on the "Contacts" page of our website.

- **Contact Information** - <http://www.nifa.usda.gov/nea/food/efnep/contacts.html>.

### NIFA ORGANIZATIONAL CHART

The Institute of Food Safety and Nutrition (IFSN) is one of the National Institute of Food and Agriculture's (NIFA's) four programmatic institutes. EFNEP's National Office is found within NIFA's IFSN. There are many collaborative relationships, such as the one between IFSN and the Institute of Youth, Family and Community (IYFC), which are not captured through the organizational chart.

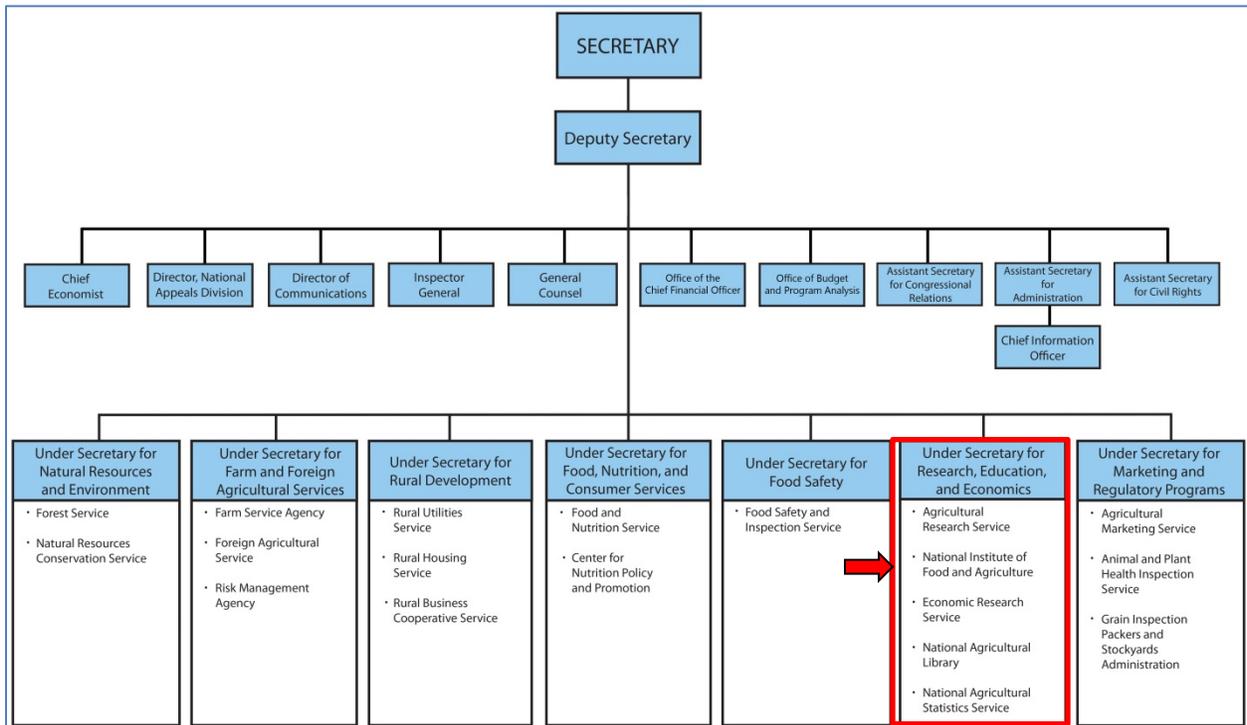
Figure 1: NIFA Organizational Chart



## USDA ORGANIZATIONAL CHART

The National Institute of Food and Agriculture (NIFA) is one of five agencies under the Under Secretary for Research, Education, and Economics (REE). REE is a mission area of the United States Department of Agriculture (USDA). As mentioned above, there are many collaborative relationships, such as the one between NIFA and the Food and Nutrition Service (FNS), which are not captured through the organizational charts. FNS is under a different USDA mission area, but is an important partner as it administers the Supplemental Nutrition Education Program Education (SNAP-Ed), a closely related Federal program conducted by many LGUs.

Figure 2: USDA Organizational Chart



## LAND-GRANT COLLEGES AND UNIVERSITIES (LGUs)

All 1862 and 1890 Land-Grant Colleges and Universities (LGUs) across the United States, in the six U.S. territories and in the District of Columbia, receive EFNEP funding. There are 76 total. These universities are divided into regions as well as funding tiers for communication, program planning, and reporting purposes. Universities can be excellent resources for one another, so as you are getting started, we encourage you to be actively involved in regional calls and other communications, as well as to identify a mentor of a similar situation.

### 1862 AND 1890 LGUS

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

## COOPERATIVE EXTENSION REGIONS

Figure 3: Western Region Map

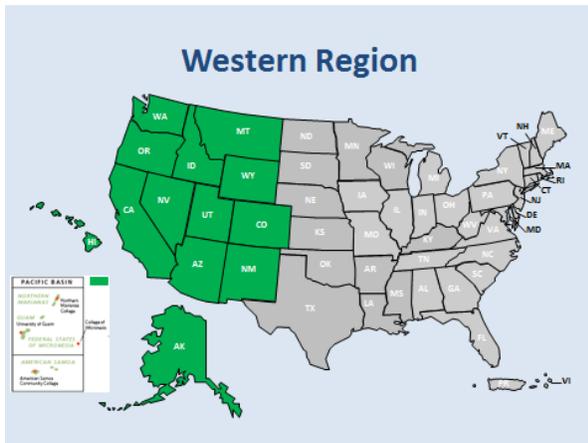


Figure 4: North Central Region Map

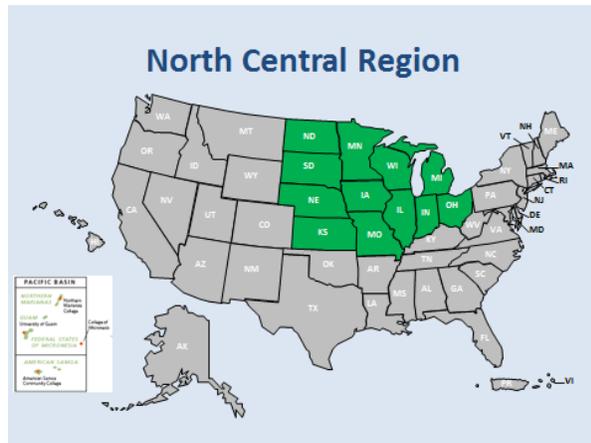


Figure 5: North East Region Map

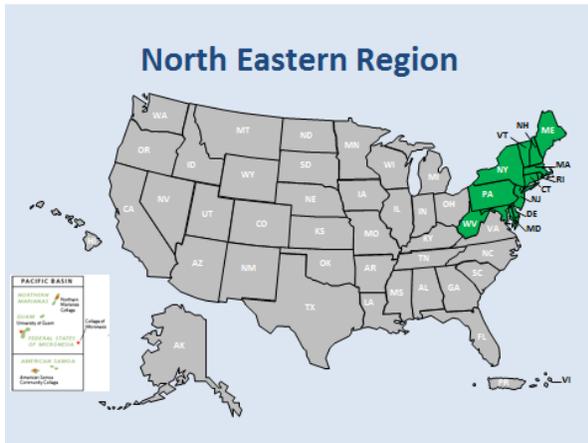
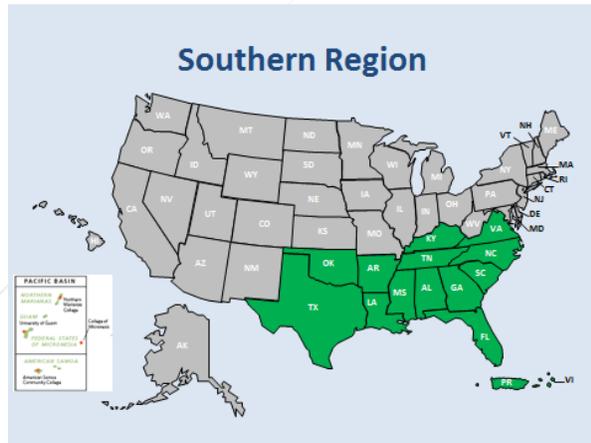


Figure 6: Southern Region Map



## FUNDING TIERS

Funding tiers are based on the total Federal Allocation amount your University receives from NIFA for the Federal Fiscal year. NIFA prepares a Tier Data report each year which allows you to compare your results with other universities with similar funding levels. The Tier Data report is sent out over the listserv. You can find your university's funding level by checking Appendix A of the [Capacity Request for Application](#) (RFA).

- **Tier 1** – \$2.5 million to \$4.4 million
- **Tier 2** – \$1.8 million to \$2.5 million
- **Tier 3** – \$1.2 million to \$1.8 million
- **Tier 4** – \$900 thousand to \$1.2 million
- **Tier 5** – \$450 thousand to \$900 thousand
- **Tier 6** – \$250 thousand to \$450 thousand
- **Tier 7** – \$100 thousand to \$250 thousand

## ANNUAL REPORTING REQUIREMENTS

EFNEP has several reporting requirements that universities are responsible for each year. These reporting requirements must be completed in order to receive federal funds. The chart below provides an overview and the sections that follow provide detailed explanations of the requirements.

EFNEP Reporting Requirement	# of Times Submitted per Year	Due Date	Where to Submit
<b>Capacity Request for Application (RFA)</b>	Once	30-45 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> <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](#).

### CAPACITY REQUEST FOR APPLICATION (RFA) (Formerly known as the formula Grant Opportunity (FGO))

The Capacity Request for Application (RFA) is the application each LGU must submit to receive its EFNEP funding allocation. The application package includes two standard forms – the SF424 R&R (Research & Related) and the NIFA Supplemental Information Form. Instructions for completing these forms are included with the application package. Notifications regarding the release date and the deadline are sent over the listservs. The RFA is typically completed by someone in the University’s fiscal office. The EFNEP Coordinator is encouraged to determine who that person is so he/she can have an open line of communication regarding the application and the submission process. **NIFA will not release your Federal EFNEP funds until your university’s Capacity RFA is approved.**

## CAPACITY RFA SPECIFICS

- **Deadline:** Due 30-45 days after the RFA is posted to Grants.gov (due date varies each year)
- **Submitted Through:** Grants.gov - [www.grants.gov](http://www.grants.gov)  
**Instructions and Additional Information:** (instructions posted when available)  
[http://www.nifa.usda.gov/nea/food/efnep/formula\\_grant.html](http://www.nifa.usda.gov/nea/food/efnep/formula_grant.html)

*Grantees who have not received funding 7-10 days after receiving their official award notification should send an email to NIFA's Financial Operation Division (FOD) via email [ASAPCustomerService@nifa.usda.gov](mailto:ASAPCustomerService@nifa.usda.gov) email box.*

## ANNUAL UPDATE/5-YEAR PLAN

The Annual Update/5-Year Plan is the program plan each LGU must write and submit for approval. Each year either an Annual Update OR a 5-Year Plan is due; not both. The Annual Update and the 5-Year Plan require narrative information and data related the situation, input, outputs, program priorities, outreach in environmental settings, outreach in sectors of influence, and program impacts of your University's EFNEP. The 5-Year Plan projects what you hope to accomplish with EFNEP over the next 5-Years, the Annual Update updates that information/data and reports progress. The 5-Year Plan is due once every 5 years (FY2016, FY2021, etc.), the Annual Update is due the other four years. The Annual Update is reviewed for accuracy and completeness; the 5-Year Plan undergoes a formal Federal Review. **NIFA will not release your Federal EFNEP funds until your university's Annual Update/5-Year Plan is approved.**

## ANNUAL UPDATE SPECIFICS

- **Deadline:** (only one or the other is due each year, see above)
  - **Annual Update:** November 1<sup>st</sup>
  - **5-Year Plan:** July 1<sup>st</sup>
- **Submitted Through:** WebNEERS - [www.webneers.net](http://www.webneers.net)
- **Instructions and Additional Information:**  
[http://www.nifa.usda.gov/nea/food/efnep/formula\\_grant.html](http://www.nifa.usda.gov/nea/food/efnep/formula_grant.html)

## BUDGET & BUDGET JUSTIFICATION

The Budget and Budget Justification are the spreadsheet and the narrative description of Federal budget expenses each LGU must prepare and submit for approval. The Budget and Budget Justification are typically collected twice per year – once at the beginning of the Federal Fiscal Year and once after the Federal budget is approved and institution allocation amounts are published. The former is called a "Preliminary" submission. For the Preliminary submission, LGUs use the prior year's allocation amount

to prepare their budget for the upcoming year. At this point, the final figures are still unknown so the budget is considered a draft. The latter is called a “Final” submission. For the Final submission, LGUs use their actual allocation amount to prepare their budget. At this point, LGUs know how much money they will receive for the year and the budget request is final. Preliminary and Final Budgets and Budget Justifications must be signed by your Extension Director or Extension Administrator and must adhere to program policy and guidance. **NIFA will not release your Federal EFNEP funds until your university’s Budget and Budget Justification are approved.**

#### BUDGET & JUSTIFICATION SPECIFICS

- **Deadline:** (both are due each year)
  - Preliminary: November 1<sup>st</sup> (Annual Update years) or July 1<sup>st</sup> (5-Year Plan years)
  - Final: 45 days after the final institution allocation amounts are published (actual due date varies each year)
- **Submitted Through:** WebNEERS - [www.webneers.net](http://www.webneers.net)
- **Instructions and Additional Information:** [http://www.nifa.usda.gov/nea/food/efnep/formula\\_grant.html](http://www.nifa.usda.gov/nea/food/efnep/formula_grant.html)

#### WEBNEERS (YEAR-END) DATA

WebNEERS (Year-End) data is the annual report data submitted through EFNEP’s online evaluation and reporting system. It is the aggregation of the adult, youth group, and staff data; adult behavior checklist data; adult diet recall data; and youth checklist data that is inputted into WebNEERS throughout the year. WebNEERS Data demonstrates the program reach and impact of each LGU and it is carefully reviewed at the National Level. **NIFA will not release your Federal EFNEP funds until your university’s WebNEERS data submission is accurate and complete; approval may come later.**

#### WEBNEERS DATA SPECIFICS

- **Deadline:** November 1<sup>st</sup>
- **Submitted Through:** WebNEERS - [www.webneers.net](http://www.webneers.net)
- **Instructions and Additional Information:** <http://www.nifa.usda.gov/webneers>

## COMMUNICATION

### WEBSITES

- **NIFA's EFNEP Website** – [www.nifa.usda.gov/efnep](http://www.nifa.usda.gov/efnep)  
NIFA's EFNEP website is the main website for information related to EFNEP. This is where the National Office posts key information.
- **EFNEP's Capacity RFA Website** – [www.nifa.usda.gov/nea/food/efnep/formula\\_grant.html](http://www.nifa.usda.gov/nea/food/efnep/formula_grant.html)  
EFNEP's Capacity RFA website is the information page for EFNEP's funding opportunity. This is where you can find links to the RFA, allowable and unallowable expenses, etc.
- **NIFA's WebNEERS Website** – [www.nifa.usda.gov/webneers](http://www.nifa.usda.gov/webneers)  
NIFA's WebNEERS website is the informational page for the WebNEERS. This is where you can find user manuals, training modules, and links to the software system.
- **EFNEP.org** – [www.efnep.org](http://www.efnep.org)  
EFNEP.org is the secondary webpage for information related to EFNEP. This is where universities post information to share with one another. You can find things such as coordinator contact information and sample evaluation forms on this site.

### LISTSERVS

Listsers are email mailing lists managed by NIFA. As a member of the listsers you can send and receive messages. To post a message to the listserv, simply type the listserv's email address in the "To:" line of your message and click send. Your message will be delivered to everyone who is part of the listserv. It will be marked "[efnepcoord]", for example, in the subject line to show that it was sent via the listserv. To join the General or the Regional listsers or to remove someone who is no longer in his/her position, contact the National Office - <http://www.nifa.usda.gov/nea/food/efnep/contacts.html>. *Please note: NIFA will not add or remove listserv members without approval from the EFNEP Coordinator or his/her superior.*

### GENERAL LISTSERVS

General listsers include at least one person from each 1862 and each 1890 university. The National Office uses these listsers to share critical information (e.g., reporting requirements, budget updates, software issues, etc.); Universities use these listsers to share information with one another and to collect information. Every EFNEP Coordinator should be on the General Listsers.

- **EFNEP Coordinators** - [efnepcoord@lyris.nifa.usda.gov](mailto:efnepcoord@lyris.nifa.usda.gov)
- **WebNEERS** - [neers5@lyris.nifa.usda.gov](mailto:neers5@lyris.nifa.usda.gov)

## REGIONAL LISTSERVS

Regional listservs include at least one person from each university in the region. Coordinators from 1890 Universities are on the 1890 Coordinator listserv as well as the listserv for their geographical region. Universities use these lists to share information relevant to their region (e.g., regional calls) and to collect information from one another. On occasion, the National Office uses these listservs to send region-specific messages. Every EFNEP Coordinator should be on the Regional Listserv that he/she is part of. If you are unsure which region you are part of, see the [Cooperative Extension Region Maps](#).

- **North Central Region Coordinators** - [ncefnepcoord@lyris.nifa.usda.gov](mailto:ncefnepcoord@lyris.nifa.usda.gov)
- **North Eastern Region Coordinators** - [neefnepcoord@lyris.nifa.usda.gov](mailto:neefnepcoord@lyris.nifa.usda.gov)
- **Southern Region Coordinators** - [sefnepcoord@lyris.nifa.usda.gov](mailto:sefnepcoord@lyris.nifa.usda.gov)
- **Western Region Coordinators** - [wefnepcoord@lyris.nifa.usda.gov](mailto:wefnepcoord@lyris.nifa.usda.gov)
- **1890 Coordinators** - [1890efnep-coord@lyris.nifa.usda.gov](mailto:1890efnep-coord@lyris.nifa.usda.gov)

## OTHER LINKS AND IMPORTANT INFORMATION

### NATIONAL EVENTS

- **National EFNEP Conference** – The National EFNEP Conference brings together EFNEP staff from all states, the six U.S. territories and the District of Columbia to discuss opportunities and challenges related to EFNEP. It is typically held each year in February or March in Washington, D.C. All EFNEP Coordinators are expected to attend or to send someone to attend on their behalf. Conference webpage - <http://www.nifa.usda.gov/nea/food/efnep/conferences.html>
- **Conference Calls, Trainings, and Webinars** – The National Office periodically hosts conference calls, trainings, and webinars. All LGU Coordinators and/or other designated persons are encouraged to attend. Information is sent over the listservs.

### WAYS TO GET INVOLVED

- **Committees** - EFNEP committees are great ways to collaborate with other universities on National and Regional initiatives. Some committees are short-term and others are long-term. Lists of committees and current chairs can be found on our website - <http://www.nifa.usda.gov/nea/food/efnep/contacts.html>
- **Regional Calls** - Regional calls are organized by the EFNEP Coordinators and are an important way to connect with and learn from others universities in your region. Some regions connect monthly, others quarterly. Calls are announced via the Regional Listservs and all EFNEP

Coordinators are encouraged to actively participate. Contact the National Office - <http://www.nifa.usda.gov/nea/food/efnep/contacts.html> if you are unsure how to get connected.

## ACKNOWLEDGING FEDERAL FUNDS

Proper acknowledgement of your public funding in published articles, manuscripts, dissertations, posters, presentations, press releases, and materials is critical for the success of the agency's programs. Please use the following language to acknowledge NIFA support in such publications, as appropriate:

*This work is/was supported by the U.S. Department of Agriculture (USDA), National Institute of Food and Agriculture, the Expanded Food and Nutrition Education Program. Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the USDA.*

Universities are also encouraged to include the NIFA identifier to show that funds for the project originated from NIFA - [http://www.nifa.usda.gov/about/offices/nifa\\_logo.html](http://www.nifa.usda.gov/about/offices/nifa_logo.html).

## RETENTION OF RECORDS

EFNEP Coordinators should consult with their universities to determine the appropriate retention period for records. The Federal Guidelines for Smith Lever funds indicate a '3 year requirement for Financial Records and Supporting Documents' (see p. 3-26, in the Smith Lever Administrative Manual - <http://www.nifa.usda.gov/business/awards/formula/manuals/coopextension.pdf>). The Federal retention requirement is long enough for the Feds to audit the funding recipients' records (if they choose to do so), but the three-year retention does not take into consideration the retention requirements of the funding recipients' university. If the university retention period is longer than three years, Coordinators should follow that instead. Records may be retained electronically or as paper copies. Any records which include personally identifiable information must be stored securely.