

Expanded Food and Nutrition Education Program (EFNEP)

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Fiscal Year (FY) 2017 Request for Applications

APPLICATION DEADLINE: AUGUST 15, 2016



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 is listed in the Catalog of Federal Domestic Assistance under **10.500**.

DATES: Applications must be received by **5:00 p.m. Eastern Time** on August 15, 2016. 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) **2017** 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 2017 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 2017 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 2017 once the FY 2017 appropriations are finalized. The amount available for support of this program in FY 2016 was **\$67,417,320**. Institutions will receive grant funds quarterly. Appendix A of this RFA includes specific distributions. NIFA will issue FY 2017 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 2017?

Based in part on stakeholder feedback, the National Institute of Food and Agriculture (NIFA) examined its processes to look for better ways to serve its community. As a result, NIFA has been and is releasing **Request for Applications (RFA)** for most of the FY 2017 Capacity funding programs during late June through mid-July 2016. This will allow NIFA to move funds as soon as they are made available to the agency. Most of the applications for these recently released RFAs will be due during August through September 2016, approximately 30-60 days after NIFA's release of the RFA. Please refer to the specific RFA for the exact deadline.

While NIFA awaits the passage of the FY 2017 budget, NIFA will fund capacity grants at a slightly reduced FY 2016 level. The pending budget affects the availability and/or level of funding for some or all of these programs. Once appropriations for the year are finalized, adjustments will be made to the FY 2017 allocations articulated in the Capacity RFAs based on the full year amount of funds available for each program.

Also, a couple of new changes in the RFAs are highlighted:

- **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 (FFR)** for the awards (not the project financial reports that are submitted in REEport), whether annual or final, will be due December 31 each year. Most programs already have this requirement, but it was decided that all programs will follow this practice. This will take effect for the FY 2017 awards and everyone will notice a reminder around the September 30, 2017 time frame. SF-425 FFR's for FY 2017 Capacity awards will be completed in the ezFedGrants portal instead of being emailed to the NIFA Awards Management Division as they are currently. Detailed instructions on submitting SF-425s in the ezFedGrants portal will be provided to Capacity award recipients as they become available.
- **ezFedGrants** --NIFA will publish RFAs and applicants will apply as they have been doing all along – NIFA will post directly into Grants.gov, send the information to applicants, and they will apply.
 - What will be different is how NIFA pulls the applications and processes the awards. NIFA will pull the applications after we go live with ezFedGrants, pulling directly into the new ezFedGrants system. **The current expectation is that we will go live in November but no later than December.** NIFA will be prepared to allocate FY 2017 funds in ezFedGrants come the beginning of the Fiscal Year 2017.
- **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 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 purchases 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, West Virginia State University, and Central 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.

Please note that the submission of this application package does not change the following:

- Delegated authorities of the State Extension Director or 1890 Extension Administrator;
- How funds are managed at your institution; and
- Indirect costs and tuition remission are unallowable costs.

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.

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>

- 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.
- 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 2017 CR, NIFA will distribute funds to the institutions quarterly and according to the amounts allocated in FY 2016. NIFA will make adjustments to the allocations for FY 2017 once the FY 2017 appropriations are finalized. The amount available for support of this program in FY 2016 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 2017, submit applications to the **EFNEP** Program as a “new” application.

C. Responsible and Ethical Conduct of Research

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training.

See <http://nifa.usda.gov/responsible-and-ethical-conduct-research> for more information.

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; Central State University, 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-SLBCD-005883 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 introduction and general Grants.gov instructions, additional information about the Grants.gov registration process, information

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).

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 (mandatory)

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.

- Field 1. Type of Submission** – Check “Application”
- Field 8. Type of Application** – Enter “new”
- Field 15. Estimated Project Funding** – For item a, enter your institution’s FY 2016 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 Extension Director or Administrator’s designee.
- 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.

- Field 2. Program to which you are applying.** Enter the program code name (i.e., enter “Expanded Food and Nutrition Education Capacity Program”) and the program code (i.e., enter “EFNEP”).
- 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.

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 August 15, 2016. 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.

NIFA will be pulling applications from Grants.gov and accepting them in the ezFedGrants portal beginning in November 2016. You may check the status of your application anytime in Grants.gov or starting in November in the ezFedGrants portal. NIFA will update statuses starting in November, and instructions for accessing the ezFedGrants portal will be provided to applicants prior to this timeframe. **Please note:** If you are not able to check the status and validate that NIFA received your application by November 30, 2016, contact the Agency Administrative Contact identified in Part VII of this RFA and request the status of your application by referencing the Grants.gov number. Failure to do so may result in the application not being processed and funding being held. Please cite the Grants.gov number on all future correspondence with NIFA until an award number is assigned.

If the AR has not received the above correspondence by September 30, 2016, contact the Agency Administrative Contact identified in Part VII of this RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being processed and funding being held. Once the application has been assigned a proposal number, you should cite this number on all future correspondence.**

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.

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, 2016 for FY 2017.

Universities must provide a WebNEERS Report (university's end of year evaluation data), using WebNEERS. The WebNEERS Report is due November 1, 2016 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 2017 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 2017:

- 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 reporting requirements.

- Financial reporting via the SF-425, Federal Financial Report for FY 2017 is due to the ezFedGrants portal, on Dec. 31, 2017, for the period Oct.1, 2016, through September 30, 2017, and annually thereafter until the award is closed out. Information on how to access the ezFedGrants portal will be provided directly to the grant recipient prior to the due date.

See <https://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/reeport-resources-land-grant-partners>.

PART VII—AGENCY CONTACTS

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.

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 or (202) 205-0118; 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.

APPENDIX A
UNITED STATE DEPARTMENT OF AGRICULTURE
National Institute of Food and Agriculture

FY 2017 Distribution of Expanded Food Nutrition Education Program (EFNEP) Funding
Authorized Under the Smith-Lever Act, Section 3(d)
(Award #2017-41510)

Institution	State	Grant Number	FY 2017 Allocation
ALABAMA			
Auburn University	AL	2017-41510-00100	\$ 1,981,893
Alabama A&M University	AL	2017-41510-08901	112,234
Tuskegee University	AL	2017-41510-08902	112,235
ALASKA			
University of Alaska	AK	2017-41510-00200	262,925
AMERICAN SAMOA			
American Samoa Community College	AS	2017-41510-05500	103,049
ARIZONA			
University of Arizona	AZ	2017-41510-00300	713,693
ARKANSAS			
University of Arkansas	AR	2017-41510-00400	1,298,420
University of Arkansas-Pine Bluff	AR	2017-41510-08903	115,537
CALIFORNIA			
University of California	CA	2017-41510-00500	3,599,909
COLORADO			
Colorado State University	CO	2017-41510-00600	662,348
CONNECTICUT			
University of Connecticut	CT	2017-41510-00700	538,634
DELAWARE			
University of Delaware	DE	2017-41510-00800	309,352
Delaware State University	DE	2017-41510-08904	102,906
DISTRICT OF COLUMBIA			
University of the District of Columbia	DC	2017-41510-05400	110,302
FLORIDA			
University of Florida	FL	2017-41510-00900	2,227,559
Florida A&M University	FL	2017-41510-08905	185,307
GEORGIA			
University of Georgia	GA	2017-41510-01000	2,224,117
Ft. Valley State University	GA	2017-41510-08906	147,393
GUAM			
University of Guam	GU	2017-41510-05301	103,757
HAWAII			
University of Hawaii	HI	2017-41510-01100	347,038
IDAHO			
University of Idaho	ID	2017-41510-01200	387,546

ILLINOIS			
University of Illinois	IL	2017-41510-01300	2,184,467
INDIANA			
Purdue University	IN	2017-41510-01400	1,282,833
IOWA			
Iowa State University	IA	2017-41510-01500	958,104
KANSAS			
Kansas State University	KS	2017-41510-01600	763,135
KENTUCKY			
University of Kentucky	KY	2017-41510-01700	1,685,779
Kentucky State University	KY	2017-41510-08907	122,266
LOUISIANA			
Louisiana State University	LA	2017-41510-01800	1,867,929
Southern University	LA	2017-41510-08908	123,458
MAINE			
University of Maine	ME	2017-41510-01900	498,667
MARYLAND			
University of Maryland	MD	2017-41510-02000	909,656
University of Maryland-Eastern Shore	MD	2017-41510-08909	115,349
MASSACHUSETTS			
University of Massachusetts	MA	2017-41510-02100	1,037,018
MICHIGAN			
Michigan State University	MI	2017-41510-02200	1,866,029
MICRONESIA			
College of Micronesia	FM	2017-41510-05600	106,277
MINNESOTA			
University of Minnesota	MN	2017-41510-02300	1,058,840
MISSISSIPPI			
Mississippi State University	MS	2017-41510-02400	1,717,270
Alcorn State University	MS	2017-41510-08910	118,284
MISSOURI			
University of Missouri	MO	2017-41510-02500	1,592,249
Lincoln University	MO	2017-41510-08911	125,387
MONTANA			
Montana State University	MT	2017-41510-02600	381,792
NEBRASKA			
University of Nebraska	NE	2017-41510-02700	610,150
NEVADA			
University of Nevada	NV	2017-41510-02800	292,712
NEW HAMPSHIRE			
University of New Hampshire	NH	2017-41510-02900	324,685
NEW JERSEY			
Rutgers University	NJ	2017-41510-03000	1,138,404
NEW MEXICO			
New Mexico State University	NM	2017-41510-03100	595,454

NEW YORK			
Cornell University	NY	2017-41510-03200	3,402,660
NORTH CAROLINA			
North Carolina State University	NC	2017-41510-03300	2,561,584
North Carolina A&T University	NC	2017-41510-08912	145,492
NORTH DAKOTA			
North Dakota State University	ND	2017-41510-03400	420,124
NORTHERN MARIANAS ISLANDS			
Northern Marianas College	MP	2017-41510-05700	102,698
OHIO			
Ohio State University	OH	2017-41510-03500	2,247,723
Central State University	OH	2017-41510-00416	149,094
OKLAHOMA			
Oklahoma State University	OK	2017-41510-03600	1,109,412
Langston University	OK	2017-41510-08913	117,787
OREGON			
Oregon State University	OR	2017-41510-03700	599,222
PENNSYLVANIA			
Pennsylvania State University	PA	2017-41510-03800	2,690,443
PUERTO RICO			
University of Puerto Rico	PR	2017-41510-03900	1,431,208
RHODE ISLAND			
University of Rhode Island	RI	2017-41510-04000	385,645
SOUTH CAROLINA			
Clemson University	SC	2017-41510-04100	1,570,077
WEB-NEERS Database *			180,000
South Carolina State University	SC	2017-41510-08914	122,897
SOUTH DAKOTA			
South Dakota State University	SD	2017-41510-04200	462,886
TENNESSEE			
University of Tennessee	TN	2017-41510-04300	2,003,899
Tennessee State University	TN	2017-41510-08915	130,998
TEXAS			
Texas A&M University	TX	2017-41510-04400	4,330,575
Prairie View A&M University	TX	2017-41510-08916	225,021
UTAH			
Utah State University	UT	2017-41510-04500	409,822
VERMONT			
University of Vermont	VT	2017-41510-04600	319,291
VIRGIN ISLANDS			
University of the Virgin Islands	VI	2017-41510-05200	102,434
VIRGINIA			
Virginia Polytechnic Inst. & State U.	VA	2017-41510-04700	1,720,948
Virginia State University	VA	2017-41510-08917	125,230
WASHINGTON			
Washington State University	WA	2017-41510-04800	793,168

WEST VIRGINIA			
West Virginia University	WV	2017-41510-04900	1,018,041
West Virginia State University	WV	2017-41510-08920	109,151
WISCONSIN			
University of Wisconsin	WI	2017-41510-05000	1,031,722
WYOMING			
University of Wyoming	WY	2017-41510-05100	275,720
Payment to States			<u>\$ 67,417,320</u>

Note: An additional \$180,000, has been included in Clemson's FY 2017 (Off-The-Top) Allocation to sustain and upgrade Web-NEERS *

Note: This Appendix A is based on Fiscal Year 2016 data and calculations and are subject to change per FY 2017 appropriations.