

## The Expanded Food and Nutrition Education Program Annual Update Guidelines

- PURPOSE:** To update program information and to update outcome and impact measures. This is also an opportunity for states to submit success stories.
- DUE DATE:** Every year except years during which the Letter of Intent (LOI) is due (LOI's are due every 5<sup>th</sup> year – 2011, 2016, etc.). **Annual Updates will be submitted as part of the Formula Grant Opportunity (FGO) submission package. For FY 2009 these will be due as part of the “update” submission – after the institution allocations for FY 2009 have been published.**
- LENGTH:** 1-2 pages maximum (Method #1) or 5 pages maximum (Method #2)
- CONTENT:**
- Method #1:**
- Use the following LOI headings to organize your Annual Update: Geographic Area; Target Audience; Curricula; Staff Recruitment and Training; Community Partnerships; Communication Strategies for Partner Institutions; and Collaborations across States. (See [LOI Guidelines](#) for more information).
  - For each heading, provide details describing any significant changes or if there were no significant changes indicate “no changes”.
  - Respond to any previous year reviewer comments or requests for changes.
- Method #2:**
- Revise your LOI or previous Annual Update submission. Clearly indicate where changes are made (i.e., highlight changes, use a different font color, or use track editing).
  - Make sure all major organizational headings listed above are included.
  - Respond to any previous year reviewer comments or requests for changes.
- Both Methods:**
- Provide information related to outcomes and impacts - Report progress in meeting targets for outcome and impact measures. Use SRS data (where applicable) to evaluate your progress. Make sure targets for coming years are both ambitious and reasonable.
  - Submit Success Stories (optional). Select and submit **2-3** success stories which best highlight program achievements.
- SIGNATURE:** A signature is not required unless specified by your Extension Director or Administrator.
- SUBMISSION:** Annual Updates should be submitted as a PDF attachment as part of the FGO submission package.