



Questions and Answers about the Annual Federal Report

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Why do we do the Federal Report?

In 1998, the Agricultural Research, Extension, and Education Reform Act (AREERA) amended the Smith-Lever Act (and other land grant-related acts) to require approved Plans of Work and yearly reports from Extension and Research in order to receive federal funding. The AREERA Plans of Work pertain to **Smith-Lever 3(b)&(c), Hatch, Evans-Allen, and 1890 Extension funds.**

What do we have to report about?

There are five parts to the report. Joyce Hoelting and Jenny Obst answer these questions on behalf of Extension and the Agricultural Experiment Station.

1. An Executive Summary, including key Extension activities and markers of success that year.
2. The Merit/Program Review Process
3. Evaluation of Success
 - How will programs address critical issues of importance identified by stakeholders?*
 - How will they address underserved and underrepresented populations?*
 - How will programs describe outcomes and impacts?*
 - How will programs result in improved program effectiveness?*
4. Stakeholder Input Process, including how we receive and use information from stakeholders and address current issues
5. Planned Programs Section

In addition, each year we update our plan of work. We submit it the same day as the federal report.

What does it look like when programs do the Federal Reporting requirement “just right”?

- 1) Program teams decide what they will report, and how they’re going to collect information for the report.
 - 2) The requirements of the federal report don’t come as a surprise every year.
 - 3) Program teams work to accomplish what is in the plan of work... not because it’s in the federal plan of work but because it is in their program team’s plan.
 - 4) Information written up for the Federal Report gets used a bunch of ways. (e.g., in grant proposals, with legislatures, in county negotiations, etc.)
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What are the federal planned programs?

In 2005, we aligned the federal report programs with Extension’s program areas. In 2009, we obeyed when NIFA asked us to align our response to NIFA’s five priorities. And so in upcoming reports, we report on 17 programs:

EFANS	Other
1. <i>Global Food Security and Hunger (Crops & Livestock)</i>	11. Childhood Obesity
2. <i>Sustainable Energy</i>	12. 4-H Programs
3. <i>Climate Change</i>	13. Youth Work Institute
4. <i>Food Safety</i>	14. Leadership and Civic Engagement
5. <i>Environmental Science Education</i>	15. Community Economics
6. <i>Water Resource Management and Policy</i>	16. Family Relations
7. <i>Forestry</i>	17. Family Resource Management
8. <i>Housing Technology</i>	
9. <i>Agricultural Business Management</i>	
10. <i>Horticulture</i>	

What do program areas report on every year?

(Note: Bolded items are collected from the program teams.)

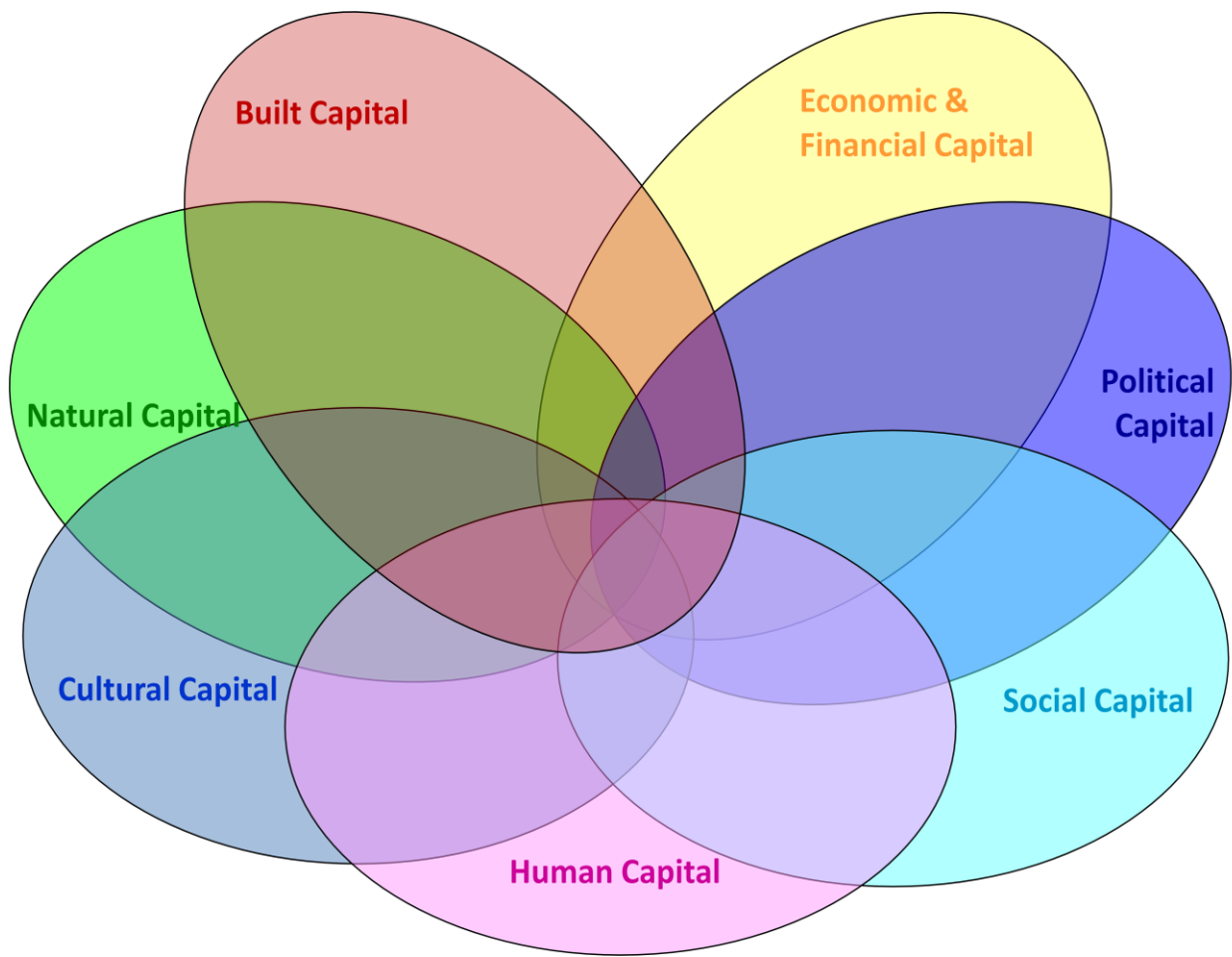
- 1) *FTEs* committed to the program area (Joyce gets that from accounting.)
- 2) *Federal, State and Grant Dollars* expended to the program. (Joyce that from accounting.)
- 3) **Brief description of activity**
This is one or two paragraphs of headlines about the year... Where did the team focus its efforts? What problems did you have to respond to? What are you proud of?
- 4) **Target Audience...** This can remain the same year to year..unless you’ve got something new to talk about.
- 5) **Direct contacts adults**
- 6) **Direct contacts youth**
- 7) Indirect contacts (Don’t worry about this, unless you want to for your own tracking of important goals. I can just use distribution center + web results.)
- 8) **Number of peer-reviewed publications**
- 9) **Other output measures .. What do you want this to say?**
- 10) **Outcome measures:**
 - *Knowledge* measure (cool)
 - *Action* measure (more cool)
 - *Condition* Change (so cool, nothing else matters as much)
- 11) **Quantitative predictions and final results...**
- 12) And, **qualitative results, studies and stories** to support and expand quantitative results.
- 13) **External factors** that affected the outputs and outcomes that year.
- 14) **Evaluation studies** planned and performed

Change in knowledge and action is clear enough, but what is a “condition change”?

A condition change is a change in quality of life or availability of resources that goes beyond human capital. For example, if you’ve rolled out a technology strengthens the earning potential in a local economy that is a condition change. If you’ve changed an environmental effect because people’s behavior has changed, that’s a condition change.

Caution: In order to report a full condition change, it has to be beyond an impact for one family or individual. The changes should be taking place in an entire economy, community or sector.

As you think about conditions, capitals research might be helpful... How have you affected these community capitals?



How has the Federal Report changed over time?

- 2004: Federal programs are organized around Extension program areas in the new model.
 - 2005: Bev Durgan, director of both Extension and the Agricultural Experiment Station, asks for Joyce and Jenny Obst to create a JOINT report of Extension and AES.
 - 2006: Process shifted from narrative to data base systems. The data base forces each report nationwide to use a logic model and to quantify results. It allows program officers at the federal level to aggregate and understand outcomes of all Extension more easily.
 - 2009: CSREES becomes NIFA – National Institute of Food and Agriculture.
 - 2009: NIFA asks that all reports address five priority areas. They are: Global Food Security and Hunger; Sustainable Energy; Climate Change; Food Safety; Childhood Obesity. In response, we:
 - 1) merged livestock and crops and called it “Global Food Security and Hunger;
 - 2) described the work being done in Extension EFANS around Sustainable Energy;
 - 3) described the multi-disciplinary climate change work being led by Barb Luikkenen;
 - 4) repositioned our description of nutrition ed programs to focus on childhood obesity;
 - 5) kept the food safety program as is.
 - 2010: In compliance with new rules, Dean Durgan promised NIFA that we would report that 25% of our budget is spent on integrated activities (AES Research + Extension) and that 25% would be spent on multi-state activities. For integrated activities, we focus largely on EFANS activity that merge well with the work of the Agricultural Experiment Station. We need to more vigilantly tell the story of how we integrate research and Extension.
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What is Joyce’s job with the federal report? What is ours?

- **Your job** is to chart a course for the plans of your program and how you want to evaluate them. Yes, there are a few federal report hoops you need to jump through, but they hopefully aren’t that intrusive if you’ve got a plan and you’re working a plan.
 - **My job...** is to make sure program teams know what’s expected in the federal report, to know how to work the data base, and to write up the program team’s results in the best light – so that reviewers will enjoy reading and be impressed with Minnesota’s work.
 - **Our job...** is to tell Extension’s story – to as many people who care to listen.
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When is the report due?

April 1st. Joyce, program leaders and evaluators negotiate internal work plan dates yearly so that we can submit on time.