



UNIVERSITY OF MAINE

Cooperative Extension

Putting Knowledge to Work for the People of Maine

Date: June 4, 1999

To: George Cooper, Deputy Administrator for Partnerships

From: Lavon Bartel, Director
Fran Sulinski, Statewide POW Coordinator

Lavon Bartel
Fran Sulinski

Re: Submission of the Plan of Work

The attached original and two copies are the 5-Year Plan of Work, October 1, 1999 – September 30, 2004 for University of Maine Cooperative Extension (UMCE).

UMCE's 5-Year Plan of Work includes:

- a matrix which lists the five CSREES goals, the three Maine state-wide issue areas and UMCE performance goals
- each performance goal (in template form) with program information
- projected expenditures
- UMCE Process For Receiving Stakeholder Input
- Multi-state and Integrated Research and Extension Programs
- How Research and Extension Activities will Address Critical Issues
- Collaboration with Other Institutions of Higher Education
- Current and Emerging Multi-County Program Initiatives
- Merit Review Process

Our process included having Fran Sulinski act as state coordinator for the POW with the Director, Lavon Bartel, having final review and check off of the document.

We have an unresolved issue is with regard to the way in which multi-state efforts must be presented. As per an e-mail from Bart Hewitt on June 1, 1999, it was not known if specific financial data related to multi-state plans was required. It is our understanding that a small group will be meeting to clarify this as well as other issues related to planning and reporting. We anxiously await this guidance and the naming of the CSREES Plan of Work Review Coordinator assigned to Maine.

Thank you.

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Cooperative Extension

Plans of Work
2000-2004

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Identification of Critical Issues in the State: University of Maine Cooperative Extension Plans of Work

The University of Maine Cooperative Extension (UMCE) developed an electronic Plan of Work template for staff to use during the Plan of Work process. This template allowed staff to compile data gathered during the Plan of Work process and come up with plans that can easily be reported to and reviewed for impacts in the future.

The UMCE Plan of Work template contains the following (listed in order of appearance):

Statewide Issues of strategic importance to Maine people and corresponding **Statewide Performance Goals** (target levels of performance) are listed. The five national goals (CSREES) on which the UMCE statewide issues and performance goals are based are referenced by number.

Outcome indicators to assess the results of a program activity compared to its intended performance goal are defined. Specific, measurable outcome-based objectives (expected behaviors and impacts) are listed with projected quantifiers for fiscal years 2000-04.

The **Key Program Components**, or major objectives included in the work to be conducted, are identified. Proposed program initiatives to achieve the performance goal are described in short statements about strategies, innovations, materials and technology (existing or in need of development) in tandem with the proposed program duration (short term = less than one year; intermediate term = one to five years; long term = more than five years).

Output indicators that measure the products or services produced by the program listed. Projected activities and efforts are recorded in a quantitative manner for fiscal years 2000-04.

Outcome Indicators: Audiences (target audiences) are specified. Stakeholders, customers and/or consumers for whom the program is intended are identified, giving attention to under-represented as well as under-served populations for the fiscal years 2000-04.

Evaluation Methods of proposed activities are described for the fiscal years 2000-2004.

Program Linkages (internal and external linkages) are described. County, multi-county, state, multi-state, institutional and multi-institutional activities are defined.

Days Allocated to this Performance Goal (allocated resources) are totaled for fiscal years 2000-04.

UMCE Plan of Work Template

Complete and print out a separate template for *each* appropriate Performance Goal.

Submitted by:

STATEWIDE ISSUE Area of broad public concern	CSREES Goal #	STATEWIDE PERFORMANCE GOAL <i>(Check one box at right)</i> <i>(What is your goal? Write what will be achieved to address the corresponding issue.)</i>		
Enhancing Economic Opportunity Relates to CSREES Goals #1, 5				
Managing Agriculture, Natural Resources and the Environment Relates to CSREES Goals #1, 2, 4				
Encouraging Lifelong Wellness Relates to CSREES Goals #2, 3, 5				

OUTCOME INDICATORS: Behaviors and Impacts (What are your objectives? Write specific, measurable outcome-based objectives.)	Fiscal Year (Write in numbers.)				
	2000	2001	2002	2003	2004

To add outcome indicators, right click anywhere on the bottom row. Choose "Insert rows."

KEY PROGRAM COMPONENTS (What will you be doing? Write your proposed program initiatives to achieve the Performance Goal.)	Duration (How long will it take? Check only the most appropriate box.)		
	Short Term (1 year or less)	Medium Term (1 to 5 years)	Long Term (5 years or more)
Answer the following questions with a short statement: What are the main strategies to be used? What innovations are planned? What materials or technologies will be used, whether they already exist or will be developed?			

To add key program components, right click anywhere on the bottom row. Choose "Insert rows."

OUTPUT INDICATORS (per year) (How much will you do? Write the numbers of people participating, number and type of activities offered to achieve the Performance Goal.)	Fiscal Year				
	2000	2001	2002	2003	2004
Number of consultations					
Number of workshops/events					
Number of people attending the workshops/events					
Number of groups formed (ad hoc or formally organized)					
Number of people involved in groups formed					
Number of volunteers trained					
Number of publications written					
Number of publications distributed					
Number of issues of newsletters written					
Number of people receiving newsletters within a year's time					
Number of audio visual resources developed (video, slides, displays)					
Number of articles in news media					
Circulation of articles in news media					

To add output indicators, right click anywhere on the bottom row. Choose "Insert rows."

OUTCOME INDICATORS: Audiences (fiscal year 2000)									
(Who do you think will participate? Write specific audiences targeted in support of the Performance Goal.)									
Total #	Target Audience	# of Males	# of Females	Race*					# of New Clients
				W	B	AI	H	A	

*W = White not of Hispanic origin; B = Black not of Hispanic origin; AI = American Indian/Alaskan Native; H = Hispanic; A = Asian or Pacific Islander

To add outcome indicators, right click anywhere on the bottom row. Choose "Insert rows."

OUTCOME INDICATORS: Audiences (fiscal year 2001)									
(Who do you think will participate? Write specific audiences targeted in support of the Performance Goal.)									
Total #	Target Audience	# of Males	# of Females	Race*					# of New Clients
				W	B	AI	H	A	

*W = White not of Hispanic origin; B = Black not of Hispanic origin; AI = American Indian/Alaskan Native; H = Hispanic; A = Asian or Pacific Islander

To add outcome indicators, right click anywhere on the bottom row. Choose "Insert rows."

OUTCOME INDICATORS: Audiences (fiscal year 2002)									
(Who do you think will participate? Write specific audiences targeted in support of the Performance Goal.)									
Total #	Target Audience	# of Males	# of Females	Race*					# of New Clients
				W	B	AI	H	A	

*W = White not of Hispanic origin; B = Black not of Hispanic origin; AI = American Indian/Alaskan Native; H = Hispanic; A = Asian or Pacific Islander

To add outcome indicators, right click anywhere on the bottom row. Choose "Insert rows."

OUTCOME INDICATORS: Audiences (fiscal year 2003)
 (Who do you think will participate? Write specific audiences targeted in support of the Performance Goal.)

Total #	Target Audience	# of Males	# of Females	Race*					# of New Clients
				W	B	AI	H	A	

*W = White not of Hispanic origin; B = Black not of Hispanic origin; AI = American Indian/Alaskan Native; H = Hispanic; A = Asian or Pacific Islander

To add outcome indicators, right click anywhere on the bottom row. Choose "Insert rows."

OUTCOME INDICATORS: Audiences (fiscal year 2004)
 (Who do you think will participate? Write specific audiences targeted in support of the Performance Goal.)

Total #	Target Audience	# of Males	# of Females	Race*					# of New Clients
				W	B	AI	H	A	

*W = White not of Hispanic origin; B = Black not of Hispanic origin; AI = American Indian/Alaskan Native; H = Hispanic; A = Asian or Pacific Islander

To add outcome indicators, right click anywhere on the bottom row. Choose "Insert rows."

EVALUATION METHODS: (How will you evaluate your activities? Write your methods. For example: surveys, observations, pre- and post-tests.)	Fiscal Year				
	2000	2001	2002	2003	2004

To add outcome indicators, right click anywhere on the bottom row. Choose "Insert rows."

PROGRAM LINKAGES (With whom will you collaborate? Write your collaborations with other states, groups, agencies, LIM departments.)	Level (Write in number of days.)					
	County	Multi-County	State	Multi-State	Campus	Multi-Institutional

To add program linkages, right click anywhere on the bottom row. Choose "Insert rows."

DAYS ALLOCATED TO THIS PERFORMANCE GOAL (How many days will you devote to these activities? Write the number of days per fiscal year over the next five years.)					
Fiscal Year	2000	2001	2002	2003	2004
# of Days					

Date:

**The Three UMCE Statewide Issues
and Their Relationship with the
Five CSREES Goals**

CSREES GOALS	UMCE STATEWIDE ISSUES	UMCE PERFORMANCE GOALS
<p>Goal #1: An agricultural system that is highly competitive in the global economy.</p>	<p>Managing Agriculture, Natural Resources and the Environment</p> <p>Enhancing Economic Opportunity</p>	<p>Agricultural producers will begin to develop more sustainable agricultural operations by increasingly integrating crop and livestock operations and understanding financial, environmental, and social risks associated with livestock and crop/vegetable production.</p>
		<p>Farm profitability will increase through development of new agricultural markets and products and through implementation of improved farm management skills.</p>
		<p>Maine youth acquire employable and entrepreneurial skills to achieve personal financial goals. <i>(Also included in CSREES Goals #4 and #5)</i></p>
<p>Goal #2: A safe and secure food and fiber system</p>	<p>Encouraging Lifelong Wellness</p>	<p>Maine residents involved in food harvesting, processing, donation, preparation and service (including occasional quantity/volunteer cooks) will reduce the potential of foodborne illness.</p>
		<p>Maine consumers will apply proper food handling skills in selecting and preparing safe and wholesome food.</p>
		<p>Maine consumers will implement current safe practices in canning, freezing and/or drying methods to preserve food.</p>
		<p>Maine food producers and processors (poultry and fish farmers) will practice pre-harvest food safety based on Total Quality Management (TQM) and Hazard Analysis and Critical Control Points (HACCP) principles to ensure their products' safety and quality.</p>
		<p>Maine limited income consumers will apply proper food handling skills in selecting and preparing safe and wholesome food.</p>
		<p>Goal #3: A healthy, well-nourished population</p>
<p>Maine people will make dietary changes to reduce the risk of chronic disease. Maine limited-income people will make dietary changes to reduce the risk of chronic disease.</p>		
<p>Maine people achieve food security by the ability to access nutritionally adequate and safe food.</p>		
<p>Participants in UMCE's Limited-Income Nutrition Programs will increase in self-reliance/self-initiative, positive family relationships, family involvement, community involvement and positive reading habits.</p>		
<p>Goal #4: An agricultural system which protects natural resources and the environment</p>	<p>Managing Agriculture, Natural Resources and the Environment</p>	
		<p>Maine citizens will understand how surface water and groundwater systems function, better understand the threats to water resources, and take actions to protect Maine's natural resources.</p>
		<p>Maine agricultural producers, private businesses, municipalities and residents will compost residual organic materials to enhance nutrient management, improve soils and reduce the solid waste stream in the state.</p>
		<p>Maine citizens will be exposed to and encouraged to adopt practical, sustainable, research-based horticultural practices, which will improve their home gardening success and lead to improved health and quality of life. The delivery of this information will foster an understanding of Maine agriculture.</p>
		<p>Maine youth acquire the knowledge and skills to protect the natural environment and conserve natural resources. <i>(Also included in CSREES Goal #5)</i></p>

