

## Appendix A: SNAP-Ed Plan and Annual Report Modules

**New:** The following tables provide recommended modules for consistent and streamlined submission of the Plan and Annual Report, which are discussed in detail in *Section 2*. These modules are subject to change. Refer to [APPENDIX E DEFINITIONS OF TERMS](#) for terms used in these templates.

### Plan Modules Summary

SNAP-Ed Plan Modules
<p><b>1: Identify the Target Audiences and Their Needs</b></p> <ul style="list-style-type: none"><li>• Needs Assessment<ul style="list-style-type: none"><li>– State-Specific Target Population Data</li><li>– Community Food Access Data</li><li>– Demographic Characteristics of SNAP-Ed Target Audience</li><li>– SNAP Participation</li><li>– Program Access for Diverse Target Audiences</li><li>– Coordination and Partnerships</li><li>– Agency/Workforce Capacity</li></ul></li><li>• State Priority Goals<ul style="list-style-type: none"><li>– 5 to 7 priority goals based on needs assessment</li></ul></li></ul>
<p><b>2: State SNAP-Ed Action Plan</b></p> <ul style="list-style-type: none"><li>• SMART Objectives</li><li>• Performance indicators</li><li>• Projects</li><li>• Nonproject activities</li><li>• SNAP-Ed Outreach</li><li>• Action plan overview</li></ul>
<p><b>3: Planned Projects</b></p> <ul style="list-style-type: none"><li>• Brief description</li><li>• Link to SMART objectives</li><li>• Approaches (Direct Education, PSE and/or Social Marketing)</li><li>• Priority Population</li><li>• Project Outreach</li><li>• Direct Education and PSE Settings</li><li>• Social Marketing Campaigns</li><li>• SNAP-Ed Toolkit Interventions</li><li>• Other Previously Developed interventions</li><li>• New Interventions</li></ul>

### SNAP-Ed Plan Modules

#### 4: Planned Evaluations

- Evaluation Name
- Project(s) Evaluated
- Evaluation Type (Formative, Process, Outcome or Impact)
- Evaluation Details
  - Component to be evaluated
  - Date range
  - Data collection methods
  - Planned use of results

#### 5: Coordination and Collaboration

- Federal Nutrition, Obesity Prevention, and Health Programs
- Multisector Partnerships/Coalitions
- Indian Tribal Organizations
- Minority-Serving Institutions

#### 6: Planned Staffing and Budget

- Planned Staffing
- Implementing Agency Budgets
- Project Budgets
- Other SNAP-Ed Expenditures
- Other Non-SNAP-Ed Funding
- Travel
- Indirect Cost
- Unobligated Balance from Previous Year
- Total Budget

#### 7: Assurances and Signatures

End of new material.

## Appendix A: SNAP-Ed Plan and Report Modules

---

### Staffing Plan Form

Provide the following summary by SNAP-Ed project for all paid staff in the budget. Complete a summary for each project. Provide the Full Time Equivalents (FTE), describe staff responsibilities as they relate to SNAP-Ed, and note the funding amounts that will be paid by State and/or Federal funds. Add rows as needed.

**Project Name:**

<b>Position Title</b> Attach statement of work listing SNAP-Ed related job duties for each position	<b>FTEs charged to SNAP-Ed</b> Attach definition of FTE and basis for calculations	<b>Percentage of SNAP-Ed Time Spent on Management/ Administrative Duties</b>	<b>Percentage of SNAP-Ed Time Spent on SNAP-Ed delivery.</b> Include all approaches described in Guidance Section 1	<b>SNAP-Ed Salary, Benefits, and Wages</b> Federal dollars only
<b>Total Staffing Budget: Enter total for all salary, benefits, and wages from Federal dollars here.</b>				

## Appendix A: SNAP-Ed Plan and Report Modules

### Project Budget Form

For each sub-grantee, provide the Federal cost for each planned nutrition project. Provide a detailed breakdown that includes, at a minimum, the information contained in the following table. An Excel version of this form is available online at the SNAP-Ed Connection. Please note the clarification of some cost categories below in order to comply with the Agriculture Improvement Act of 2018.

**Federal Fiscal Year:**

**State: Sub-grantee Name:**

Expenses	Unobligated Balances from Previous FY	Current FY Budget	Non-Federal Support
Salary/Benefits			
Contracts/Sub-Grants/Agreements			
Non-Capital Equipment/ Office Supplies			
Nutrition Education Materials			
Travel			
Building/Space Lease or Rental			
Cost of Publicly-Owned Building Space			
Maintenance and Repair			
Institutional Memberships and Subscriptions			
Equipment and Other Capital Expenditures			
Total Direct Costs			
Indirect Costs (Indirect Cost Rate= _____)			
Total Federal Funds			Leave blank
<b>Total Federal Funds Including Unobligated Balance from Previous FY</b>	Leave Blank		Leave Blank
Estimated Unobligated Balance from Current FY to Next FY, if any	Leave blank		

Signature of Responsible Official: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix A: SNAP-Ed Plan and Report Modules

### Assurances and Signatures Forms

State Agency completion only: To assure compliance with policies described in this Guidance, the SNAP-Ed Plan shall include the following assurances. Mark your response to the right.

SNAP-Ed Plan Assurances	Yes	No
The State SNAP agency is accountable for the content of the State SNAP-Ed Plan and provides oversight to any sub-grantees. The State SNAP agency is fiscally responsible for nutrition education activities funded with SNAP funds and is liable for repayment of unallowable costs.		
Efforts have been made to target SNAP-Ed to the SNAP-Ed target population.		
Only expanded or additional coverage of those activities funded under the Expanded Food and Nutrition Education Program (EFNEP) are claimed under the SNAP-Ed grant. Approved activities are those designed to expand the State's current EFNEP coverage in order to serve additional SNAP-Ed individuals or to provide additional education services to EFNEP clients who are eligible for the SNAP. Activities funded under the EFNEP grant are not included in the budget for SNAP-Ed.		
Documentation of payments for approved SNAP- Ed activities is maintained by the State and will be available for USDA review and audit.		
Contracts are procured through competitive bid procedures governed by State procurement regulations.		
Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB circulars governing cost issues.		
Program activities do not supplant existing nutrition education programs, and where operating in conjunction with existing programs, enhance and supplement them.		
Program activities are reasonable and necessary to accomplish SNAP-Ed objectives and goals.		
All materials developed or printed with SNAP Education funds include the appropriate USDA nondiscrimination statement and credit to SNAP as a funding source.		
Messages of nutrition education and obesity prevention are consistent with the Dietary Guidelines for Americans.		

## Appendix A: SNAP-Ed Plan and Report Modules

---

### Supplemental Nutrition Assistance Program Annual Plan for SNAP-Ed

*State SNAP Agency:*

*Date:*

*Federal Fiscal Year:*

*Certified By:*

*Date:*

**SNAP STATE AGENCY FISCAL REVIEWER**

Date:

## Annual Report Modules Summary

SNAP-Ed Annual Report Modules (for FY2023 reporting)
<p><b>New: 1: Executive Summary</b></p> <ul style="list-style-type: none"><li>• Key Successes</li><li>• SNAP-Ed Activities Review</li><li>• Reaching the Target Audience</li></ul>
<p><b>2: Coordination and Collaboration</b></p> <ul style="list-style-type: none"><li>• Federal Nutrition, Obesity Prevention, and Health Programs</li><li>• Multisector Partnerships/Coalitions</li><li>• Indian Tribal Organizations</li><li>• Minority-Serving Institutions</li></ul>
<p><b>3: SNAP-Ed Financial Reporting</b></p> <ul style="list-style-type: none"><li>• Implementing Agency Expenditures</li><li>• Project Expenditures</li><li>• Other SNAP-Ed Expenditures</li><li>• Indirect Cost</li><li>• Program Income (if applicable)</li><li>• Unobligated Balance</li><li>• SNAP-Ed Total Expenditure</li></ul>
<p><b>4: Project and Activity Results</b></p> <ul style="list-style-type: none"><li>• Nonproject Activities</li><li>• Project Results<ul style="list-style-type: none"><li>– Approach</li><li>– Interventions Used</li><li>– SNAP-Ed Indicator Measured</li><li>– Project Sites</li><li>– Direct Education<ul style="list-style-type: none"><li>▪ Stage</li><li>▪ Languages</li><li>▪ Reach (race, ethnicity, gender, age)</li><li>▪ Mode of delivery</li><li>▪ Outcome Indicators Results</li></ul></li><li>– PSE Initiatives<ul style="list-style-type: none"><li>▪ PSE Change Maintained</li><li>▪ PSE Change Adopted</li><li>▪ Active Partners</li></ul></li><li>– Social Marketing<ul style="list-style-type: none"><li>▪ Stage</li><li>▪ Market Segments</li></ul></li></ul></li></ul>

## Appendix A: SNAP-Ed Plan and Report Modules

### SNAP-Ed Annual Report Modules (for FY2023 reporting)

- Reach and Engagement by Channel
- Indirect Channels
  - Language
  - Channel
- Other Results

#### 5: Evaluation Reports

- Introduction
  - Project(s) Evaluated
  - Evaluation Type
- Design and Summary
  - Component(s) Evaluated
  - Data Collection Methods
  - Results and Conclusions
  - Use of Results (citation if applicable)
- Outcome and Impact Evaluation Objectives, Analysis, Results, Conclusions, and Dissemination Plan

#### 6: Major Challenges and Modifications

- Describe major challenges
- Describe how projects and nonproject activities will be modified to address challenges
- What solutions can help prevent or overcome these challenges

#### 7: Success Stories

- Background
  - Title
  - Site(s) or organization(s)
  - Location
  - Activity name
  - Related SNAP-Ed Evaluation Framework Indicators
  - Partners involved
- The Story
  - Activity description
  - Story narrative
  - Favorite quotes

**End of new materials.**