## Reviewing State SNAP-Ed Plans Checklist

This checklist is used to review SNAP-Ed Plans and may be helpful to consider during the planning process.

### Elements considered when reviewing SNAP-Ed Plans:

| General | Yes | No |
| --- | --- | --- |
| Was the plan submitted by 8/15 |  |  |
| Is the plan complete? |  |  |
| Is the plan signed by appropriate State representatives? |  |  |
| Does the plan use appropriate templates? |  |  |
| Are copies of Interagency Agreements maintained by the State? |  |  |
| Overall, does the plan seem reasonable, and will it accomplish the SNAP mission? |  |  |

| Needs Assessment | Yes | No |
| --- | --- | --- |
| Are methods and sources used appropriate? |  |  |
| Does it adequately define the audience and its needs? |  |  |
| Does it identify other nutrition and obesity prevention programs serving low-income persons? |  |  |
| Does it identify areas that are underserved? |  |  |

| Goals and Objectives | Yes | No |
| --- | --- | --- |
| Are the State goals and objectives consistent with SNAP-Ed Plan Guidance? |  |  |
| Are objectives written in the SMART format? |  |  |
| Are the key messages included? |  |  |
| Do the objectives relate to the State goals and objectives? |  |  |
| Do the activities target the SNAP-Ed target audience? |  |  |
| Are the activities adequately described? |  |  |
| Are the activities supported by research? |  |  |
| Are the activities consistent with Dietary Guidelines for Americans, MyPlate, and the Physical Activity Guidelines for Americans? |  |  |
| Are materials to be used defined and appropriate? |  |  |
| Is there justification for development of new materials (if any)? |  |  |
| Is there a plan to capture behavior change (performance indicators)? |  |  |
| Does the Plan incorporate public health approaches? |  |  |
| Does the Plan demonstrate a coordinated approach using the SEM? |  |  |

| Coordination Efforts | Yes | No |
| --- | --- | --- |
| Are coordination efforts designed so duplication of efforts is eliminated? |  |  |
| Is SNAP-Ed’s role in State SNAP defined? |  |  |

| Staffing | Yes | No |
| --- | --- | --- |
| Are administrative FTEs and program delivery FTEs appropriate for described activities? |  |  |
| Do salaries relate appropriately to the work being performed? |  |  |
| Is the math in the template correct? |  |  |

| Budget |  |  |
| --- | --- | --- |
| Is there a budget justification for all Implementing Agencies? |  |  |
| Are costs reasonable and necessary? |  |  |
| Does the salary line item match the salary total on the staffing template? |  |  |
| Are indirect costs limited to 26 percent for Federal reimbursement (applies to colleges and universities only)? |  |  |
| Is an indirect cost rate agreement included? |  |  |
| Is the math correct? |  |  |

| Assurances | Yes | No |
| --- | --- | --- |
| Are assurances included? |  |  |

| Evaluation | Yes | No |
| --- | --- | --- |
| Is the evaluation type defined? |  |  |
| Is the methodology adequately defined? |  |  |
| Are plans for using the results defined? |  |  |