



NV SNAP-Ed FY21-22 RFA Plan Narrative Guidance

1. Needs Assessment and Community Need
 - a. Address the needs that were identified in the 2017-2018 NV SNAP-Ed Needs Assessment
 - b. Address any additional priorities or needs in the community and how they were determined
 - c. Specify the settings that will reach the SNAP-Ed eligible audience
 - d. Planning to focus services to high need populations, sites, or areas of the community
 - e. If applicable, describe justification for working in places that are not eligible
 - f. History or background about any previous or current related interventions to address the needs and their results
 - g. Community support for strategies or opportunities for change
 - h. Description of how project will meaningfully address health equity by engaging with communities and/or populations at higher risk for poor health outcomes
2. Community Engagement and Participation
 - a. Description of how community members or partners will be engaged or participate in planning, implementing, or evaluating interventions
 - b. Description of relevant partnerships, key partners, and community coalitions
 - c. Description of plan for communicating with community
 - d. Description of previous or current projects that demonstrate their commitment to community engagement and community participation (e.g. progress achieved or success stories)
 - e. Each intervention includes one or more partners (letters of support or MOUs not required, but can demonstrate ability of the applicant to successfully form partnerships)
3. Approach
 - a. Outline how your project follow the Guiding Principles of SNAP-Ed
 - b. Include one or more PSE strategies in each intervention
 - c. Description of how their intervention(s) and strategies will help reach the project goal(s); the description should include an overall approach and strategies that will achieve your defined outcomes.
 - d. Description of how planned interventions and strategies reinforce each other and are cohesive
 - e. Description of how strategies proposed address more than on level of the spectrum of prevention
 - f. Description of how proposed staffing plan supports achieving the goal(s) and objective(s) for the plan narrative
 - g. Description of how the plan would continue and build progressively through October 1, 2021 – September 30, 2022 (Year 2) should finding be extended, including any approaches to shift focus, additional strategies, additional evaluation, and any additional expected outcomes

- h. Clearly define the roles of partners, in your approach (letters of support or MOUs not required, but can demonstrate ability of the applicant to successfully form partnerships)
4. Evaluation
- a. Description of how formative, process, outcome, or impact evaluation methods will be included in your plan narrative
 - b. Description of how results of their evaluation will be used to inform your programing
 - c. Outlines how you will determine if changes and what changes have occurred as a result of the proposed plan
 - d. Outlines your ability and/or experience collecting and providing results, outcomes, and data for use in tracking performance and evaluating your plan
 - e. Each intervention contains on or more objectives that are specific to the intervention
 - f. The intervention objectives work toward the overall goal(s) of the plan
5. Sustainability
- a. Description of the factors of your approach that will support sustainability, that are reasonable, achievable, and appropriate to the interventions; sustainability plan that can be reasonably achieved in the manner described and the time provided
 - b. Description of the plan to create, support, or maintain key partnerships from multiple sectors in your plan, i.e. emergency food, health care, schools, business, non-profit organizations, etc.
 - c. Description of resources (monetary or non-monetary) provided by other organizations, groups, or entities to support one or more interventions or your overall plan
 - d. Sustainability plan or methods that includes one or more PSE strategy that will be implemented or adopted by the partner site/organization/audience/community, requiring the changes to be maintained
 - e. Description of how partners or support from the stakeholders will contribute to the outcome of the intervention(s) or overall plan
 - f. Description of a monitoring and reporting system, or sustainability assessment tool, allowing the changes to be tracked and reported as part of ongoing evaluation and maintenance of the intervention(s) or overall plan
6. Budget
- a. General overview of how the budget is reasonable and necessary.
 - b. Budget for year 2 is outlined to the best of the applicant's ability and is reasonable and necessary based on your approach. This outline may be conceptual without line-item details.